



UNITED STATES PROBATION & PRETRIAL SERVICES
District of New Hampshire

VACANCY ANNOUNCEMENT #23-03

Position Title:	U.S. Probation Officer (<i>More than one position may be filled from this announcement</i>)
Type of Appointment:	Full-Time Regular (FTR)
Location:	Concord, NH
Opening Date:	February 1, 2023
Closing Date:	When Filled
Salary Range:	CL 25/01 – CL 28/61 (\$53,529 - \$121,152) <i>depending on qualifications and experience</i>

The U.S. Probation & Pretrial Services Office for the U.S. District Court for the District of New Hampshire is currently accepting applications for full-time probation officers. Office assignment could be in Concord or Manchester. More than one position may be filled from this announcement. **Preference will be given to applications received by February 28, 2023. Transfers from other districts are being accepted.**

Judiciary employees serve under excepted appointments and are entitled to standard federal benefits such as paid vacation and sick time, health/dental/vision insurance, life insurance, long term care, flexible benefits (health care/dependent care) and a retirement program that includes a tax-deferred retirement savings plan (TSP). Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The successful candidate(s) will be required to participate in a 5-6 week National Training Academy program located in Charleston, South Carolina, with the exception of transfers from other U.S. Probation Offices who may have already participated in this program. Employees must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

OCCUPATIONAL INFORMATION

Probation Officers are designated as hazardous duty positions and covered under the hazardous duty retirement system. Persons in a position certified as law enforcement and enrolled in the law enforcement retirement system contribute a greater percentage of their salary toward the pension system and are eligible to retire earlier than other federal employees.

POSITION DESCRIPTION

Assignment of position could either be in the Investigations or Supervision Unit, or blended responsibilities, depending on availability and candidate's qualifications.

Investigations Unit - A United States Probation Officer conducts investigations and prepares bail and presentence reports for the Court with recommendations for detention, release, and sentencing of individuals charged and convicted of federal offenses. The preparation of these reports requires interviewing defendants/offenders and their families; investigating the offense, prior record, and financial status of the individual; and contacting law enforcement agencies, attorneys, victims of the crimes, schools, etc. The purpose of these activities is to ascertain the defendant's/offender's background, assess danger to the community and risk of non-appearance at future court proceedings, assess the probability of future criminal behavior, calculate profit from, and any restitution owed for, the offense, and to determine the offender's ability to pay fines or make restitution. Officers apply U.S. Sentencing Commission guidelines and case law; decide the appropriate course of action after

analyzing any objections to presentence reports; resolve disputed issues; make written sentencing recommendations to the Court; and appear at hearings to assist as needed.

Supervision Unit - A United States Probation Officer supervises defendants and offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Maintains personal contact through office and community visits. Investigates employment, sources of income, life style and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment and counseling implements the necessary treatment or violation proceedings. Makes referrals to appropriate outside agencies such as medical and drug treatment facilities, employment and training. Initiates contacts with, replies to, and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of bail or supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings. Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity.

MINIMUM QUALIFICATIONS

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply legal requirements and human relations skills involved in the position, is required for all probation & pretrial services officer positions. In addition, the successful applicant(s) must possess at least one year of progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as police, custodial, or security officers, other than any criminal investigative experience, is not creditable.

Educational Substitution: Completion of requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements may be substituted for one (1) year of specialized experience (and is qualifying for CL 25, Step 1) [CL 25, Step 1, equates to one year of specialized experience equivalent to work at CL 23.]

- 1). An overall "B" grade point average equaling 2.9 or better of a possible 4.0
- 2). Standing in the upper third of the class
- 3). A "B+" (3.5) average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology
- 4). Election to a membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position is qualifying at CL 25 Step 1. [CL 25, Step 1, equates to one year of specialized experience equivalent to work at CL 23.]

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, is qualifying at CL 27, Step 1. [CL 27, Step 1, equates to two (2) years of specialized experience including at least one year equivalent to work at CL 25.]

COURT PREFERRED SKILLS

- 1). Possess the counseling skills, personal demeanor, and commitment necessary to facilitate positive behavioral change in offenders.
- 2). Possess good writing and oral communication skills and the ability to work independently and professionally without daily supervision.

- 3). Possess a willingness to zealously enforce the law, protect the community, and provide correctional treatment services to offenders who reside in communities throughout the District of New Hampshire.
- 4). Possess the ability and desire to work effectively with offenders.

MAXIMUM ENTRY AGE

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

MEDICAL REQUIREMENTS

Applicants must be physically capable, have good vision and normal hearing ability. Prior to employment, the selectee(s) considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee(s) may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent(s) will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov>

BACKGROUND INVESTIGATION

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination.

THE SELECTION PROCESS

Applicants meeting the minimum qualifications may be invited to participate in a writing skills test. Top scoring applicants will move forward in the recruitment process and be invited in for one or more personal interviews.

HOW TO APPLY

Qualified persons must submit a letter of interest outlining qualifications and skills, a resume, and Form AO-78, Application for Judicial Branch Federal Employment. To obtain the AO78 application form, go to <http://www.uscourts.gov/forms/human-resources-forms>

Application materials may be sent via email to louise_tyler@nhp.uscourts.gov, faxed to 603-369-5319, or mailed/hand delivered to:

U.S. Probation & Pretrial Services Office
Attn: Louise Tyler
Human Resources - Vacancy #23-03
55 Pleasant Street, Rm. 211
Concord, NH 03301

If sending by email, all documents must be attached as one PDF document. The subject line should reference the position number which you are applying for. Due to the volume of applications received, only applicants who are selected for interview will receive a written response regarding their application status. The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

Equal Employment Opportunity Employer