



The United States District Court
for the Northern District of Iowa
Announces an Employment Opportunity at the
United States Probation & Pretrial Services Office

Position: United States Probation Officer - VA 22-10

PREFERRED LOCATION: Cedar Rapids, Iowa

CLASSIFICATION LEVEL: CL25-28

More than one position may be hired from this posting. Promotional potential from a CL25 to CL28 without further competition is possible and is based on individual experience and performance, and at the discretion of the Chief U.S. Probation Officer and approval of the Chief Judge.

SALARY RANGE: \$45,591 - \$103,208

The salary range listed here reflects the full pay scale spanning across all classification levels for this position. Starting salaries depend on education, skills, and experience. New incumbents may start in the developmental range of the lowest classification level (CL) and increase incrementally towards full performance and/or CL promotional advancements throughout their career.

OPENING DATE: October 20, 2022

CLOSING DATE: November 3, 2022

Note: An applicant who applies after the date listed or within the time period that the announcement is posted on <https://www.ianp.uscourts.gov> may be fully considered up to the time that the position(s) are filled.

The United States Probation Office, in the Northern District of Iowa, is accepting applications for United States Probation Officer(s) for the Cedar Rapids, Iowa, U.S. Probation Office (preferred location). The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by a U.S. Probation Officer within any unit and do not reflect all duties performed by positions covered by this classification.

POSITION SUMMARY:

- Conducts pretrial investigations to include background information and prepares pretrial reports for the court with recommendations regarding risk of flight or risk of danger to the community pending trial/court resolution of the defendant's pending offense. Gathers comprehensive, factual information and verifies with collateral resources. Provides written and/or verbal assistance to the court regarding pretrial procedures in a clear, logical, and concise format.

- Conducts presentence investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting collateral sources. An integral part of this process is the interpretation and application of the U.S. Sentencing Guidelines and relevant case law. Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and /or presenting unresolved issues to the court for resolution. Presents presentence report and sentencing recommendations to the court.
- Supervises people under supervision to provoke positive lifestyle changes and to maximize compliance to court-imposed conditions, reduces risk to the community, and provides correctional treatment.
- Assesses individual risks, develops objectives and strategies for controlling risks, and addresses identified needs. Utilizes evidence-based practices into daily activities and interactions with others. Maintains personal contact with people under supervision by way of both office-based visits and home/community contacts which could take place in unsafe neighborhoods or environments where illegal activities and/or violence could occur. Investigates employment, sources of income, lifestyle, and associates to assess risk, needs, and compliance to conditions of supervision. Responsible for detection of substance abuse through assessments and subsequently implements the necessary treatment referrals and/or violation proceedings. Detects and investigates violations of supervision and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the court and appropriate authorities.
- All officers communicate with and seek information from collaborative organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, client families, community partners, public safety/law enforcement officials, treatment providers, victims, and attorneys concerning client progress, behavior, history, and/ or conditions of supervision.
- Officers prepare an array of detailed reports, which may include application of U.S. Sentencing Commission guidelines and responses to judicial officers' request for information. Officers may testify in court as to the basis of factual findings, case information, and guideline applications and may serve as resource to the court to facilitate proper impositions of sentences.
- Officers are required to maintain a detailed written record of case activity.
- U.S. Probation Officers interpret and apply complex rules, policies, and procedures while ensuring judicial and statutory requirements are being met.
- Mandatory evenings and weekend work is required for supervision activities and/or mission critical tasks. Some training and travel, including overnight stays, is required.
- May be required to work more than 40 hours per week in order to meet job requirements and deadlines. This is a salaried position; overtime pay is not authorized by the Judicial Conference of the United States. Compensatory and/or flexible schedules may be allowed.
- Performs related duties and all other duties as assigned.

MINIMUM QUALIFICATIONS (for a CL 25):

(Qualifications must be met at the time of application and may be reassessed throughout incumbent tenure)

- A citizen of the United States or be eligible to work in the United States;
- Completion of a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position;
- A minimum of one (1) year of "specialized experience" is necessary to qualify at the CL25 level;
- Excellent professional references and computer abilities;
- A driver's license is required to conduct field work;
- The successful applicant must be mature, responsible, organized, and demonstrate sound ethics and judgment. Must also possess a positive attitude, integrity, tact, initiative, and the ability to work with a wide variety of people with diverse backgrounds;

- Must be able to work well under pressure and meet deadlines; and
- Must have the ability to interact and communicate effectively, both orally and in writing.

EDUCATIONAL SUBSTITUTIONS:

Completion of a bachelor's degree as specified in the "Minimum Qualifications" section and one of the following requirements may be substituted for one year of specialized experience:

- An overall "B" grade point average (GPA); or a "B+" (3.5) GPA specifically in your major field of study;
- Standing in the upper third of the class;
- Completion of one (1) academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

SPECIALIZED EXPERIENCE:

Specialized experience is defined as: progressively responsible experience, gained *after* completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, social work, or work in substance/addiction treatment. Per national policy, experience as a police officer, custodial, or security officer (other than any criminal investigative experience) does not qualify as specialized experience for this position. An education substitution option for the "Specialized Experience" is listed below.

PREFERRED SKILLS AND QUALIFICATIONS (for CL27-28):

Two years of specialized experience or completion of a master's degree in a field of study closely related to the position or a Juris Doctor (JD) degree

PREFERRED QUALIFICATIONS:

- Completion of an advanced degree from an accredited university is preferred;
- Fluency in a foreign language; licensure or certification in a behavioral science (LMSW, CADCC, LPC, etc.);
- Exceptional writing skills; analytical skills; and ability to reason;
- Experience in conducting presentence investigations and/or maintaining a caseload;
- Previous community corrections and/or social service experience is highly desired.

MEDICAL REQUIREMENTS and BACKGROUND CHECKS

Pursuant to Judicial Conference policy, all final applicants for hazardous law enforcement positions will undergo a drug screening and medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. This process could take several weeks. The duties of law enforcement positions require investigation and management of persons under supervision who may present physical danger to officers and to the public. In the supervision, treatment, and control of these persons under supervision, these duties could require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety and use of self defense tactics. On a daily basis, law enforcement positions may face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses. Because law enforcement positions must effectively deal with physical attacks, and are subject to moderate arduous physical exertion, applicants must be physically capable of effectively performing these duties and are subject to fitness for duty examinations. Vision and hearing must also be adequate to perform the duties listed safely and effectively. The

medical requirements for law enforcement officer and officer assistant positions are available for public review on the UScourts.gov website under [Officer and Officer Assistant Medical Requirements | United States Courts \(uscourts.gov\)](#)

Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determined by the court. A full background investigation will be completed by the Office of Personnel Management (OPM) once the incumbent has entered onto duty as a provisional hire. If the OPM report reflects any findings of a negative nature or disqualifying actionable issues, suitability will be reconsidered by the Chief District Judge and the Chief U.S. Probation Officer and continued employment as a U.S. Probation Officer could be terminated.

All appointments subject to FBI Fingerprint and security clearance background investigation; with periodic reinvestigation, if applicable. In addition, employees 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 also subject to subsequent fitness-for-duty evaluations.

MAXIMUM ENTRY AGE

This is classified as a federal law enforcement hazardous duty position. As such, officers will be subject to mandatory retirement by the age of 57. Additionally, you will be eligible for retirement after 20 years of service (at the age of 50) or after 25 years of service (at any age). Therefore, first-time appointees must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) and who have either a subsequent break in service or intervening service in a non-law enforcement position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

ADDITIONAL INFORMATION:

Mandatory evenings and weekend work is required for supervision activities and/or mission critical tasks. Some training and travel, including overnight stays, is required. May be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.

The U.S. Pretrial Services & Probation Office reserves the right to assign/reassign an employee to any unit (pretrial, presentence, or supervision) and/or specialized area, based on employee qualifications and the needs of the agency.

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All application information is subject to verification. The United States Probation Office reserves the right to check references and contact former employers and subordinates.

Commencing on the date of duty, the selectee will be required to complete a probationary period of up to one year. This period provides time for the employee to work directly with their supervisor (and mentor, if assigned) to become acquainted with office policies, receive proper exposure and training to the functions of the assigned position, and become generally acclimated to the U.S. Courts.

This position is subject to mandatory electronic funds transfer for payment of net pay.

SUMMARY OF BENEFITS:

- Up to 13 days paid vacation per year for the first 3 years of employment; 20 to 26 days per year thereafter (dependent upon the length of federal service).
- A minimum of 11 paid holidays per year.
- Sick leave of 13 days the first year, increased thereafter per policy.
- Up to 12 weeks paid maternity/paternity leave, if qualified.
- Excellent retirement package (enhanced Federal law enforcement retirement benefits)
 - Mandatory participation in the Federal Retirement System (FERS) and Social Security programs.
 - FERS Social Security supplement until the age of 62.
 - Optional Thrift Savings Plan (employer matching component) with diversification control.
 - Cost-of-Living Adjustments, as approved by Congress.
 - Full extension of health benefits.
- Optional participation in the federal health insurance program of your choice (no waiting period).
- Optional vision, dental, and disability insurance programs of your choice (no waiting period).
- Optional participation in a flexible spending program for health and/or dependent care.
- Optional participation in group life insurance; disability; and long-term care programs.
- Optional association based memberships.
- On-site wellness room and emphasis on self-care.
- Flexible schedule options including work from home opportunities (after a period of establishment and good performance).
- Paid parking.
- A great team environment that values wellness and diversity.
- For additional information, please visit www.uscourts.gov/careers/benefits.

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to HR@IANP.USCOURTS.GOV.

Subject of Email should read: **22-10 USPO**

ALL DOCUMENTS LISTED BELOW MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

1. Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, and skills and abilities of the position;
2. Completion of the AO78-Federal Judicial Branch Application of Employment, accessed at: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>
3. Resume with references;
4. Copies of college transcripts; and
5. Copies of two most recent performance-based evaluations from current and/or previous employers.

The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at hr@ianp.uscourts.gov. Applicants may view the district's Employment Dispute Resolution (EDR) Plan on our website at <https://www.ianp.uscourts.gov/>.

Judiciary employees serve under excepted appointments and are considered "at will" employees which can be terminated with or without cause by the Court. All court employees are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee and is available to view here: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Fully appointed staff may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C § 3602(a).

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Interviews and testing may be conducted with finalists. Only applicants who are interviewed will receive a response regarding their application.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. More than one position could be hired from this posting. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool. Posting may be continuously posted and/or reposted to address district vacancy needs.



***THANK YOU FOR CONSIDERING
THE NORTHERN DISTRICT OF IOWA
UNITED STATES PROBATION OFFICE
AS YOUR NEXT PLACE OF EMPLOYMENT!***