



**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF FLORIDA**

**VACANCY ANNOUNCEMENT
No. 2010-1**

OPENS: March 10, 2010

CLOSES: March 26, 2010

DUTY STATION:

Orlando, FL

POSITION:

1 Probation Officer Assistant
(full-time/ temporary/ year-to-year)

STARTING SALARY RANGE:

\$39,522 - \$49,029 (CL 25/1 - CL 25/25)
*commensurate with experience

Position Overview: The incumbent provides technical support and services to probation officers in a wide range of areas, including supervision of persons on probation, parole, and supervised release, investigations and the preparation of reports.

Representative Duties:

Assists officers in the performance of all investigations (i.e., collaterals, presentence, postsentence, prerelease, etc.). Provides technical assistance, gathering and verifying background information, in support of preparation of presentence reports. Participates in the collateral assignment process, to include PACTSecm entry.

Conducts records checks, to include using, various automated systems (NCIC/FCIC) for case reviews, collaterals and other investigations.

Under the direction of the supervisor, supervises a select caseload of offenders. Initiates personal contact with offenders through office, community, and custody contacts and by telephone to obtain current and background information and to conduct interviews.

Collects urine on offenders of the same gender and maintains written chronological records.

Maintains files and case records as required.

Qualifications: Candidates must have a bachelor's degree from an accredited college or university in fields of study such as criminal justice, criminology, psychology, sociology, human relations, business, or public administration.

Valid drivers license is required.

Court Preferred Skills: Applicants must possess good writing and oral communication skills. Proficiency in typing and computer usage is highly desirable.

Physical Requirements and Maximum Entry Age: On a daily basis, these officers face unusual 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. Due to the potential danger posed by these offenders, applicants must be in top physical and mental condition, including good distance vision, physical dexterity and stamina, and the ability to work effectively in stressful situations

As provided for in the Federal Employee's Retirement Act of 1986 (hazardous duty provisions), first time appointees to a covered law enforcement position must not have reached his or her 37th birthday at the time of appointment. The position allows for retirement at age 50 with 20 years of service and mandatory retirement at the age of 57.

Conditions of Employment: All selected candidates for appointment as an assistant probation officer will be required to undergo a thorough background investigation, pre-employment drug testing and a medical examination. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court.

In addition, as conditions of continued employment, the incumbent will be subject to ongoing random drug screening, updated background reinvestigation every five (5) years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluation.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

Applicant must be a U.S. citizen or eligible to work in the United States.

Benefits:

- Paid sick and vacation
- Participation in health insurance program
- TSP (similar to a 401K)

- Minimum of 10 paid holidays
- Salary progression based on acceptable performance
- Mandatory Electronic Fund Transfers

Application Procedure:

Candidates must submit an application and resume to:

Human Resources
United States Probation
P.O. Box 3905
Tampa, Florida, 33601

Please reference vacancy announcement **No. 2010 -1** on your cover letter.

A complete job description is available at the following website address:
www.usprobation.com under “careers”

[Click here for an online application](#)

Only qualified applicants will be contacted . The position(s) will be filled in accordance with the Employment Dispute Resolution Plan (EDR) as adopted by the United States District Court for the Middle District of Florida.