

**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA
PROBATION OFFICE**

KEVIN D. LOWRY
Chief Probation Officer
300 S 4th St., Ste. 406
Minneapolis MN 55415-1320
612-664-5400
FAX 612-664-5350

316 N Robert St., Ste. 600
St. Paul MN 55101-1465
651-848-1250
FAX 651-848-1255

P.O. Box 1159
Bemidji MN 56619
218-333-0554
FAX 218-333-0102

515 W 1st St., Ste. 206
Duluth MN 55802-1302
218-529-3550
FAX 218-529-3546

118 S Mill St., Ste. 304
Fergus Falls MN 56537-2576
218-739-0041 or
612-664-5410
FAX 218-739-0043

Reply to: Minneapolis

United States Probation Officer
Vacancy Announcement #2007-04

Position Type: Full-time or Part-time; Regular, Provisional, or Temporary;
Probation Officer

Number of Vacancies: Several positions may be filled from this announcement without
further advertising.

Position Location: Bemidji, Minnesota

Posting Dates: September 24, 2007 until filled; Initial application deadline is
Friday, October 19, 2007.

Salary Potential: \$34,972 (CL25, Step 1) to \$82,476 (CL28, Step 61) Salary is
based on educational background and experience in accordance
with the Court Personnel System.

Area of Consideration: Open to all sources

THE DISTRICT

U.S. Probation in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis. There are field offices located in Bemidji, Duluth, Fergus Falls, and St. Paul. The Probation Office serves the Judicial District of Minnesota which includes 87 counties.

REPRESENTATIVE DUTIES

A U.S. Probation Officer conducts investigations and prepares reports for the U.S. District Court with recommendations for sentencing individuals convicted of federal offenses; interprets and applies U.S. Sentencing Commission guidelines and relevant case law; supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment; detects and investigates violations and implements appropriate alternatives

and sanctions; conducts preliminary interviews and other investigations as required; and maintains a detailed written record of case activity.

The appointee will help support and facilitate a comprehensive, multi-faceted correctional treatment effort specifically designed to address a variety of treatment delivery challenges and special offender (juvenile and adult) needs and risks unique to the Red Lake Reservation. The appointee will also assist in the implementation and operation of employment/community service programs on the Red Lake Reservation. As needed to advance the goals of these efforts, the appointee may serve as a liaison between tribal and other governmental agencies.

QUALIFICATIONS

Required

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, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of this position is required.

A minimum of one year specialized experience is required. 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, criminal investigations, or working in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Education may be substituted for specialized experience.

Preferred

A master's degree or current enrollment in a related graduate program and proficiency with WordPerfect or similar software are preferred.

Physical Requirements

Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant.

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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

CONDITIONS OF EMPLOYMENT

Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records. Prior to appointment, applicants considered for this position will undergo a full OPM background investigation, finger printing, medical examination, and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years. This position is subject to mandatory Electronic Fund Transfer (Direct Deposit) participation for payment of net pay. Applicants must be U.S. citizens or eligible to work in the United States. This position requires completion of a training academy in Charleston, South Carolina.

APPLICATION PROCESS

To be assured consideration, please submit all of the following application materials:

1. Cover Letter
2. Résumé
3. Application for Employment (AO78 form) - found on our website <http://www.mnp.uscourts.gov/hrforms.html>

Application materials must be received by the close of business on Friday, October 19, 2007. Incomplete submissions will not be considered. Emailed documents are preferred. Only applicants selected to participate in the interview process will be contacted.

Human Resources Specialist
U.S. Probation
300 South 4th Street, Suite 406
Minneapolis, MN 55415-1320
hr-mnprob@mnp.uscourts.gov
Fax: 612-664-5416
Phone: 612-664-5359

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