

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

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612-664-5410  
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Reply to: Minneapolis

**United States Probation Officer**  
Vacancy Announcement #2009-03

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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 25, 2009 until filled; Initial screening of applications  
will be Wednesday, October 21, 2009. Applications received by  
this date will be considered first.

Salary Potential: \$37,279 (CL25, Step 1) to \$87,903 (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

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**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. Advanced education may be substituted for specialized experience.

### **Preferred**

Proficiency with WordPerfect or similar software. Excellent oral and written communication skills.

### **Physical Requirements**

Officers must possess, with or without corrective lenses, good distance vision in a 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 37<sup>th</sup> 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. Applicants must be U.S. citizens or eligible to work in the United States (i.e., the applicant's country of citizenship has a defense treaty with the United States). This position requires completion of a training academy in Charleston, South Carolina.

### **BENEFITS**

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health insurance, dental and vision insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided.

### **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> or by contacting the Human Resources Department at 612-664-5359.

Incomplete submissions will not be considered. Please reference posting number 2009-03 with submitted application materials. Only applicants selected to participate in the interview process will be contacted.

It is preferred that application materials are submitted via e-mail to [hr-mnprob@mnp.uscourts.gov](mailto:hr-mnprob@mnp.uscourts.gov). Applications may also be forwarded to:

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U.S. Probation

Attn: Human Resources Specialist (2009-03)

300 South 4<sup>th</sup> Street, Suite 406

Minneapolis, MN 55415-1320

Fax: 612-664-5416

**An Equal Opportunity Employer**