

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

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Reply to: Minneapolis

United States Probation Officer Assistant
Vacancy Announcement #2009-04

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

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: \$33,770 (CL24, Step 1) to \$66,757 (CL26, 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

Probation officer assistants, serve in a judiciary law enforcement position, under the direction and guidance of a supervisor, provide technical support and assistance to probation/pretrial services officers in a wide range of areas, including assisting with compiling information for investigations; assisting with and supervising defendants and/or offenders; preparing and drafting reports and correspondence; and similar duties.

Under the guidance and direction of an officer, supervise selected caseloads of defendants and/or offenders, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records.

Conduct selected investigations as needed for pre-release/furlough, pre-sentencing, and bail reports; draft and submit selected reports, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records. Observe and report to supervisors on the lifestyle, personal problems, and needs of offenders/defendants.

Assist probation/pretrial services officers in the performance of investigations, including: compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and similar activities. Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of pretrial and probation reports. Assist in the development of community resources to meet the special needs of offenders/defendants.

Schedule and conduct urinalysis tests of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Inform officers regarding test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system. Testify, as necessary, before the court or Parole Commission. Where applicable, may assist officers and non-English speaking offenders/defendants, family members, and witnesses in translating speech, documents, and correspondence.

Participate in on-going training and development in order to remain abreast of advanced techniques.

QUALIFICATIONS

Required

High school graduation or equivalent with one or two years of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Preferred

Completion of an Associate's degree or completion of course work towards a Bachelor's degree in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, business or public administration. Proficiency with WordPerfect or similar software. Excellent oral and written communication skills. Strong problem resolution skills with ability to meet recurring deadlines.

Physical Requirements

Officer Assistants 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, fingerprinting, 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).

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 2009-04 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.

Applications may also be forwarded to:

U.S. Probation

Attn: Human Resources Specialist (2009-04)

300 South 4th Street, Suite 406

Minneapolis, MN 55415-1320

Fax: 612-664-5416

An Equal Opportunity Employer