



U.S. PROBATION & PRETRIAL SERVICES OFFICE - DISTRICT OF PUERTO RICO

VACANCY ANNOUNCEMENT 2023-02

ASSISTANT U.S. PROBATION OFFICER

The U.S. District Court Probation Office for the District of Puerto Rico is seeking fully bilingual candidates for Assistant U.S. Probation Officer as follows:

Annual Salary Range: CL24/01-CL24/61 (\$44,816 - \$76,679) annual base salary, plus 2.81% Cost of Living Allowance. The stated classifications are subject to candidates qualifications and experience.

Number of Vacancies: More than one full-time position may be filled.

Qualification Standards: Incumbent must:

- ✓ Have good knowledge of court operations and functions;
- ✓ Fluency in English and Spanish languages (written, oral, and translation);
- ✓ Knowledge in the use of Windows, MS Office/Word, computer literacy;
- ✓ Typing skills preferable;
- ✓ Possess valid driver's license and vehicle
- ✓ Availability to work irregular hours (nights & weekends)

Main Duties: Help probation and pretrial services officers carry out investigation and supervision duties, providing assistance and technical support in a wide range of areas. Perform such tasks as gathering information, preparing reports, and drafting correspondence related to cases. Also, supervise low-risk defendants and offenders, performing some of the same duties as officers, only under closer supervision. For additional information, please refer to attached job description.

Requirements: Must possess 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, social work, counseling, or business/public administration. In addition, one year of specialized experience equivalent to work at the next lower grade is required. Specialized experience is defined as that gained after completion of a Bachelor's Degree, in such fields as probation, pretrial services, parole, corrections, criminal investigation, and substance/addiction treatment work.

Medical Requirements and Maximum Entry Age: Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. 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 employment, incumbent 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 subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officer and officer assistants are available for public review at: [http:// www.uscourts.gov](http://www.uscourts.gov). First-time appointees to positions covered under law enforcement retirement provisions must not have reached their 37th birthday at the time of the appointment, (Title 5, U.S.C. Chapters 83 & 85). Applicants age 37 or over who have prior law enforcement officer experience under Civil 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 experience subtracted from their age to determine whether they meet the maximum age requirement.

Additional Requirements: Hazardous duty (law enforcement) officers must also successfully pass an Office of Personnel Management (security/sensitive) background investigation and will be subject to an updated background investigation every five years. Applicant must be a U.S. Citizen or eligible to work in the United States. A written examination will be provided to qualified candidates. An interview will be granted depending upon the written examination results.

Information for Applicants: You will be evaluated for this job based on how well you meet the qualifications above. A written examination will be provided taking into consideration relevant education and work experience as per submitted application package. The interview opportunity will be granted depending on the written examination results determining those as best qualified. Due to the volume of applications to be received, only candidates in consideration for this position will be contacted. **NOPHONE CALLS WILL BE ACCEPTED.**

Application Procedure: Qualified applicants should email an application packet consisting of: current and detailed resume and letter of interest outlining how your skills, education and experience relates to the position, all as one attachment in PDF format to: prphr@prp.uscourts.gov - subject line should read: **AUSPO 2023-02**

The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

The U.S. Probation and Pretrial Services Office is an Equal Opportunity Employer

Job Title	Probation/Pretrial Services Officer Assistant	CL - 24
Occupational Group*	Operational Court Support	

Job Summary

The Probation/Pretrial Officer Assistant serves in a U.S. Probation or U.S. Pretrial Services Office in a judiciary law enforcement position. The incumbent provides technical and operational support and assistance to probation/pretrial services officers in a variety of areas, including assisting with compiling information for investigations; assisting with and monitoring select offenders/defendants; drafting reports and correspondence; and assisting with similar operational duties.

Representative Duties

- Under the direct guidance of a senior officer, supervise select lower-risk caseloads of offenders/defendants, which may include placing telephone calls, making home/office contacts and community/field contacts with an experienced officer, and maintaining files and case records.
- Under direct guidance, participate in select investigations as needed for pre-release/furlough, pre-sentencing, and bail reports. Draft and submit select reports and maintain related investigative files and case records. Observe and report to officers/supervisors on the lifestyle, personal problems, and needs of offenders/defendants.
- Assist officers by compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and performing other 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 reports and assist in identifying 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.
- Perform other duties as assigned.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Probation/Pretrial Services and Law Enforcement

- General knowledge of the criminal justice system, particularly as it relates to probation/pretrial policies and procedures. General knowledge of the roles and functions of federal probation/pretrial services offices, including the practices and procedures used. General knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, Bureau of Prisons, and U.S. Attorney's Office, and other organizations.
- General knowledge of how other judicial processes and procedures relate to the probation/pretrial services office roles and responsibilities. General knowledge of available community resources. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities (such as the National Crime Information System).
- General knowledge of the *Bail Reform Act*, legal terminology, and general investigative techniques. General knowledge of techniques used in supervising offenders/defendants, and a basic understanding of sentencing guidelines.
- Skill in assisting officers in supervising lower-risk defendants/offenders in selected cases, conducting risk assessments, and developing appropriate alternatives and sanctions to non-compliant behavior.

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- Ability to organize, prioritize, compile, and summarize work within established time-frames and work under the pressure of short deadlines. Ability to follow safety procedures. Ability to follow detailed instructions accurately.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different levels, community service providers, and defendants/offenders and their families/support systems for the purpose of collecting information required to assist officers in supervision and investigation. Ability to interview and gather required information.

Information Technology and Automation

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to use computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and complete similar activities.

Factor 2 – Primary Job Focus and Scope

The primary focus of this job is to provide assistance to officers in the performance of their duties, by assisting as assigned with investigation and supervision of select cases. Under the direction of a supervisor or senior officer, assist defendants/offenders with some case related matters. Incumbents perform routine, less complicated tasks which allow for more efficient case management, permitting officers to concentrate their time on high level tasks, i.e., investigative and supervision duties.

Factor 3 – Complexity and Decision Making

At this level, incumbents receive guidance concerning all aspects of work assignments and overall objectives. Written material is available (i.e., manuals, guides, Sentencing Guidelines, national/local operations and administrative manuals, directives, etc.). Generally, procedures are established and well documented; however, the nature of the work can provide unique challenges not covered by established procedures, in which case an officer or supervisor is readily available. Incumbents may make some independent decisions in carrying out administrative assignments; however decision-making regarding investigation and case management is limited and may be monitored. Unusual circumstances or issues are brought to a supervisor or senior officer for resolution.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are other probation/pretrial services staff and staff of other court units for the purpose of conducting investigations and maintaining accurate and up-to-date information in case files. In the company of a senior officer, incumbent will have contact with judicial officers to receive and provide information.

Factor 4B – Interactions with External Contacts

In the company of an officer, incumbent will have contacts with attorneys, law enforcement personnel, employers, counselors, as well as with offenders/defendants and their families, to receive and provide information.

Factor 5 – Work Environment and Physical Demands

Work is generally performed in an office setting, where offenders/defendants with violent backgrounds

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are usually present. Field supervision functions and procedures require incumbents to have supervised periodic contact in community areas with persons who have known violent backgrounds.

***Occupational Group:**

Operational Court Support Positions = **O**

Administrative Court Support Positions = **A**

Professional Administrative Positions = **PA**

Professional Line Positions = **PL**