



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

**VACANCY ANNOUNCEMENT NO. 2023-03
U.S. PROBATION OFFICER**

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

Annual Salary Range: CL25 - CL28 (\$47,586 - \$107,701) annual base salary, plus 2.81% Cost of Living Allowance. The stated classifications are subject to candidate's qualifications and experience).

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

Vacancy Open: March 1, 2023 – September 30, 2023

JOB SUMMARY: The incumbent conducts pretrial bail investigations/reports, presentence investigation reports, provides recommendations to the court, and supervises offenders.

KEY REQUIREMENTS: You must be a U.S. Citizen; have good knowledge of Court operations and functions; fluency in English and Spanish languages (written, oral, translation); knowledge in the use of Windows, MS Word, computer literacy and typing skills preferred; possess a valid driver's license; availability to work irregular hours (nights & weekends). Successful candidates must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must always maintain a professional appearance and demeanor; ability to meet the public, work harmoniously with others and communicate effectively, in both languages, orally and in writing, is required.

POSITION OVERVIEW AND DUTIES: By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice. Officers promote community safety, gather information, supervise defendant/offenders during traditional and non-traditional hours, interact with other agencies, conduct investigations, prepare reports, and present recommendations to the court.

Investigation Duties: The incumbent conducts presentence investigations, prepares reports for the court with recommendations to the court for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders, their families, investigating the offense, collect background data from various sources, prior record and financial status of the offender, contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, the U.S. Sentencing Commission Guidelines, Guide to Judiciary Policy, Monographs and relevant case law. Tracks legal developments, and updates staff and the court. Serves as a resource to the court to facilitate proper imposition of sentence, analyzes and responds to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Track critical dates, monitor sentencing continuances, and presents completed reports pursuant to assigned due dates or applicable deadlines and performs other duties as assigned.

Supervision Duties: The incumbent supervises defendants/offenders to maximize adherence to imposed conditions, reduce risk to the community and provide correctional treatment. This is accomplished through personal contact with defendants/offenders in office and community settings. Investigate employment, sources of income, lifestyle, and associates

to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling. Schedule and conduct drug use detection tests of defendants/offenders, following established procedures and protocols. Maintain computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and guideline applications. Serve as a resource to the court. Maintain detailed electronic records of case activity. May conduct surveillance and/or search and seizure at the direction of the court. Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court. Offenders' employment, sources of income, lifestyle and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations and performs other duties as assigned.

QUALIFICATIONS REQUIRED: Possess Bachelor's Degree from an accredited college or university in a field of academic study, involving criminal justice, criminology, psychology, sociology, human relations, business or public administration, social work, or counseling. Experience as police, custodial or security officer, other than criminal investigation experience, is not creditable. As a Law Enforcement position, applicants must not have reached their 37th birthday at the time of appointment and must meet physical standards. Appointees to the position of United States Probation Officer must undergo an extensive government background investigation. Further, prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as a condition of employment, incumbents 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 officers, and officer assistants are available for public view at <http://www.uscourts.gov>. Officers must successfully complete a six-week national training program at the United States Courts National Training Academy at the Federal Law Enforcement Training Center in Charleston, South Carolina.

BENEFITS: Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: Up to 13 days paid vacation per year for the first three (3) years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service; A minimum of ten (10) paid holidays per year; Mandatory participation in the federal retirement system and social security program; Optional participation in the federal health insurance program of your choice; Optional supplemental vision and dental programs are offered; Optional participation in a group life insurance program; Retirement-FERS/FRAE (with enhanced law enforcement benefits); Thrift Savings Plan-Automatic Contribution 1% of Basic Pay for FERS employee and employee matching up to an additional 4% of Basic Pay When computing leave accrual and retirement benefits, time in service with other federal agencies and time for prior military service is taken into consideration. Electronic Fund Transfer (EFT) for payroll direct deposit is required.

OTHER INFORMATION: The United States Probation Office requires employees to adhere to a Code of Conduct which is available for review at www.uscourts.gov. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, withdraw the announcement, fill the position at any time, any of which may occur without prior written notice or without further advertising. Due to the volume of applications received, the U.S. Probation Office will only communicate with those qualified individuals who will be tested and interviewed.

HOW YOU WILL BE EVALUATED: 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. ***Phone calls will not be accepted.***

HOW TO APPLY: The application packet consists of: Cover letter and Resume (detailing education and work experience, two-page maximum). **Please email the entire packet as one attachment in PDF format with "USPO Vacancy #2023-03" in the subject line to: prphr@prp.uscourts.gov.**

Only electronic applications will be accepted.

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 United States Probation Office is an Equal Opportunity Employer