

**UNITED STATES PROBATION & PRETRIAL SERVICES
OFFICE DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Probation Officer Assistant (Re-Opened)

POSITION TYPE: Full-Time Temporary (FTT), Excepted Service

ANNOUNCEMENT #: #24-07

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: CL 25-26 (\$56,445- \$99,463*)*

* * Starting salary depending on qualifications and experience.

OPENS: January 16, 2025 **CLOSES:** February 7, 2025

The U.S. Probation & Pretrial Services Office for the U.S. District Court, District of Massachusetts currently has an opening for a Probation Officer Assistant. The position is based in Boston, Massachusetts and is only open to current Judiciary employees. The temporary position is for one year and one day. Throughout the appointment, the needs of the organization will be evaluated to determine if the temporary position is to be extended, made permanent, or terminated. The selected candidate will not be required to further compete if the position is extended or made permanent. Note: Candidates that previously applied are still under consideration and do not need to apply again. **POSITION OVERVIEW:** The incumbent provides technical support and services to probation officers in a wide range of areas, including supervision of persons on probation and parole and preparation of presentence and other investigations.

REPRESENTATIVE DUTIES/RESPONSIBILITIES:

- 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 & EXPERIENCE:

- High School graduation or equivalent
- One year of specialized experience. Specialized experience is defined as progressively responsible experience that is in, or closely related to the work of the position that has provided the knowledge, skills and abilities to successfully perform the duties of the position.
- Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgment, analytical skills, initiative and excellent customer service skills.
- The incumbent must have strong verbal and written communication skills and be computer literate, including proficiency with word processing, spreadsheets, Adobe Acrobat and other basic computer software programs.
- A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. The individual selected must understand and abide by the rules, policies and regulations of the Court, adhere to necessary safety precautions, be willing to use appropriate protective equipment when required, and be willing and able to follow documented instructions.

COURT PREFERRED SKILLS:

- Bachelor's degree in a related field, such as criminal justice, criminology, psychology, sociology, human services, or business or public administration.

MAXIMUM AGE ENTRY:

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 federal 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 federal law enforcement officer experience subtracted from their age to determine eligibility. Retirement is mandatory at 57.

MEDICAL REQUIREMENTS

Applicants must be physically capable, have good vision and normal hearing ability. Prior to employment, the selectee(s) considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee(s) may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent (s) 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 review at

<http://www.uscourts.gov>

BACKGROUND INVESTIGATION

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination.

APPLICATION PROCESS:

Consideration will only be given to those that apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://madvips.mad.circl.dcn/recruitment/vacancy-postings>

Applicants must submit the following:

1. A letter of interest that includes an outline of your skills and experience;
2. A current resume that includes the names and contact information for three (3) professional references and their current contact information;
3. Your last two (2) performance appraisals. If unavailable, please provide explanation in cover letter and,
4. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

Information

Application packages will not be considered completed until ALL the items listed have been received by Human Resources.

For Applicants:

The District of Massachusetts U.S. Probation Office is an equal opportunity employer that is committed to a diversified workforce. Employees of the U.S. District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U. S. Probation & Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Due to the expected high volume of applicants for this position, the U.S. Probation Office will only make contact with those qualified applicants who will be invited to interview. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

NO

NO FAXES OR EMAILED APPLICATIONS PLEASE