

UNITED STATES PROBATION OFFICE  
NORTHERN DISTRICT OF NEW YORK

VACANCY ANNOUNCEMENT NO. 16-PO-04

**Opening Date:** April 15, 2016

**Closing Date:** Until Filled

\* First cut-off for review of applications is  
April 29, 2016.

**Location of Position(s):** Albany, NY  
**Position Title/Status:** U.S. Probation Officer/Full Time  
**Starting Salary Range:** Classification Levels 23 - 28 (\$37,403 - \$71,099)  
**Salary Potential:** up to \$92,450

**DESCRIPTION OF DISTRICT, PROBATION OFFICE, WORKLOAD AND DUTIES:**

**District:** The Northern District of New York encompasses 32 counties. There are five district court judges, three senior judges, five full-time magistrate judges, and one part-time magistrate judge. The probation office is headquartered in Syracuse and has divisional offices in Albany, Binghamton and Plattsburgh. Present workload includes supervision of probationers, supervised releasees, parolees, military parolees, pretrial releasees and pretrial diversion cases and the preparation of pretrial and presentence investigations and other types of investigations for the Court.

**Representative Duties:**

This is a Probation Officer position in Albany, New York. The successful candidate will train and work under the guidance and direction of a Supervising Officer. The successful candidate will be assigned to the supervision unit, some of the duties of which are outlined in items 5 through 10 below. Examples of other duties and responsibilities of a probation officer are outlined in items 1 through 4 below.

1. Investigate defendants and make recommendations to the Court related to matters of bail.
2. Conduct Presentence investigations and prepare reports for the Court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing defendants and their families, investigating the offense, prior record and financial status of the defendant, and contacting law enforcement agencies, attorneys, crime victims, and collateral organizations. An integral part of the process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.
3. Following disclosure of the presentence report to the parties, analyze any objections and determine appropriate course of action which includes resolving disputed issues and/or presenting unresolved issues to the Court for resolution.
4. Present presentence report and sentencing recommendations to the Court. Responds to judicial officer's request for information and advice. Serves as resource to the Court to facilitate proper imposition of sentence.
5. Provide pretrial and/or post-conviction supervision of offenders to maximize adherence to imposed conditions, reduce risk to the community, and provide correctional treatment.
6. Maintain personal contact with offenders and significant others through office and community visits and by telephone. Responsible for detection of substance

- abuse, including the performance of on-site drug testing. Through assessment and counseling implements necessary treatment.
7. Initiate contact with, replies to and seeks information from a variety of law enforcement and other organizations such as the U.S. Parole Commission, Bureau of Prisons, attorneys, and treatment providers concerning offenders' behavior and conditions of supervision. Detects, investigates and reports violations and implements appropriate alternatives and sanctions. Prepares reports and makes recommendations for disposition. Testifies at Court or parole hearings.
  8. Conduct preliminary interviews and other investigations as required.
  9. Maintains a detailed written record of case activity and completes other required case documentation.
  10. Perform other officer related duties as required.

**MINIMUM QUALIFICATION REQUIREMENTS:** 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, or business or public administration.

**SPECIALIZED EXPERIENCE:** Some experience in a Human Services field such as probation, pretrial services, parole, criminal investigations, or work in substance/addiction or mental health treatment is preferred but not required. Duties and responsibilities will progressively increase in complexity and volume over time. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Computer knowledge in a Microsoft Windows environment and WordPerfect a must.

**PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:** The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. The supervision, treatment, and control of these offenders, requires moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, they must be physically capable. Officers 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. First-time appointees to positions covered under law enforcement retirement provisions must not have reached their **37th** birthday at the time of appointment.

**BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS:** 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. The final candidate must successfully complete a ten-year background investigation conducted by the Office of Personnel Management. In addition, as conditions of employment, the 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 service officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

**TRAINING REQUIREMENTS:** From the onset of duty, probation officers receive extensive local training. The successful candidate will also be required to successfully complete a 6-week training program at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

**INCENTIVES/BENEFITS:** Benefits include 13-26 days of annual leave, 13 days of sick leave, 10 paid holidays per year, a flexible work schedule, immediate matching Thrift Savings Plan, pre-tax programs, and insurance plans (i.e., health, life, disability, and long-term care).

**ADDITIONAL INFORMATION:** Applicants must be United States citizens or eligible to work in the United States. This position is subject to mandatory Electronic Funds Transfer participation for payroll deposit.

**APPLICATION PROCESS:** Individuals interested in being considered for the position are invited to submit a cover letter and resume to:

U.S. Probation Office  
P.O. Box 7035  
Syracuse, NY 13261  
Attn: Human Resources

or apply at [po\\_opening@nynp.uscourts.gov](mailto:po_opening@nynp.uscourts.gov). (Please indicate in the **subject heading** of the email the Vacancy Announcement number.) Facsimiles also accepted at 315-234-8549.

Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. **Only those applicants selected for an interview will be contacted.** The United States District Court, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement or to fill the position earlier than the closing date. Any of which may occur without prior written notice. This Court is an Equal Opportunity Employer.