

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK
PROBATION AND PRETRIAL SERVICES

Michael J. Kester
Chief U.S. Probation Officer

Janna A. Kulakowski
Deputy Chief U.S. Probation Officer



James M. Hanley Federal Building
100 S. Clinton Street, P.O. Box 7035
Syracuse, New York 13261
(315) 234-8700
Fax (315) 234-8701

Vacancy Announcement # 23-PO-07

Position: U.S. Probation Officer Assistant / U.S. Probation Officer
Location: Syracuse, New York
Opening Date: 01/27/2023
Closing Date: Open Until Filled (*Applications will be reviewed on a rolling basis, with preference given to those received by 02/17/2023*)
Starting Salary: Classification Level 23 - 27 (\$43,583 - \$69,107)
Salary Potential: Classification Level 28 (up to \$107,701)
Target Start Date: April/May 2023

DESCRIPTION OF DISTRICT, PROBATION OFFICE, WORKLOAD AND DUTIES:

District: The Northern District of New York encompasses 32 counties. There are five district court judges, four 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 Binghamton, Albany, and Plattsburgh. Present workload of a Probation Officer 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 law enforcement position located in Syracuse, New York. The successful candidate will train and work under the guidance and direction of a Supervisory Officer. The successful candidate will be assigned to the **Investigations Unit**, some of the duties of which are outlined in items 1 through 6 below. Examples of other duties and responsibilities of a probation officer are outlined in items 7 through 11 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. Respond to judicial officer's requests. Provide pretrial and/or post-conviction supervision of offenders to maximize adherence to imposed conditions, reduce risk to the community, and provide correctional treatment. Serve as a resource to the Court to facilitate proper imposition of sentence.
5. 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.
6. 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.
7. Conduct preliminary interviews and other investigations as required.
8. Maintains a detailed written record of case activity and completes other required case documentation.
9. Interpret and apply complex rules, policies, and procedures while ensuring judicial and statutory requirements are being met.
10. Evenings and weekend work is required for supervision activities and/or mission critical tasks. Some training and travel, including overnight stays, are required. Officers may be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.
11. 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 is required. A valid driver's license is required.

PREFERRED SKILLS: Must have the ability to interact and communicate effectively, both verbally and in writing. Must be mature, responsible, organized, and demonstrate sound ethics and judgment. Must possess a positive attitude, integrity, initiative, and the ability to work with a wide variety of people with diverse backgrounds. Must work well under pressure and meet

deadlines. Additional preferred skills include fluency in a foreign language and licensure or certification in a behavioral science. Working knowledge of Microsoft products.

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 officer, custodial officer, or security officer, other than any criminal investigative experience, is not creditable.

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 & MEDICAL STANDARDS: As part of the interview process and due to the sensitivity level of this position, candidates will be asked about their criminal history. In addition, candidates must complete the AO-78, questions 18-20 regarding criminal history. Providing false and/or misleading information may be grounds for removal from the application and selection process.

Prior to appointment, the final candidate considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the final candidate may then be appointed provisionally, pending a favorable suitability determination by the Court. The final candidate must also 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 Probation and Pretrial Academy located at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

INCENTIVES/BENEFITS: Benefits include annual leave, sick leave, paid parental leave, paid holidays, a flexible work schedule, immediate matching Thrift Savings Plan, pre-tax programs, and insurance plans (i.e., health, life, vision, dental, 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.

All court employees, including U.S. Probation and Pretrial Services Officers, are excepted service appointments and are required to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Fully appointed U.S. Probation and Pretrial Services Officers may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C § 3602(a).

Commencing on the date of entry on duty, the selectee is considered provisional. The provisional hire status period provides time for the employee to become acquainted with the functions of the assigned position. It also affords the Officer's supervisor time to evaluate the employee's work performance, attendance, attitude, and compliance with office policies. Provisional hire status will change to an excepted appointment, pending a favorable suitability determination by the Court.

APPLICATION PROCESS: Individuals interested in being considered for this position are asked to submit a letter of interest and resume in a **single PDF document** to hr@nynd.uscourts.gov.

*If you fail to provide the required documents, your application package may be considered incomplete and may not be considered. 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 Probation Office, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement, to fill the position earlier than the closing date or to fill more than one position. Any of which may occur without prior written notice. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. EOE*