



**Job Announcement  
No. PO-11/2012**

**UNITED STATES PROBATION  
AND PRETRIAL SERVICES OFFICE  
WESTERN DISTRICT OF MISSOURI**

**Position:** **UNITED STATES PROBATION OFFICER  
(multiple positions available)**

**Location:** **Kansas City, Springfield, and Jefferson City, Missouri**

**Salary Range:** **CL 27 to CL 28 (\$45,928 - \$89,481)**  
Depending on experience and qualifications

**Opening Date:** November 2, 2012

**Closing Date:** Open till filled

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The United States Probation Office, United States District Court, for the Western District of Missouri, Kansas City, Springfield, and Jefferson City Offices, is accepting applications for the position of United States Probation Officer.

**DUTIES AND RESPONSIBILITIES**

The probation officer performs functions that aid judicial officers in making informed decisions on persons charged with and convicted of criminal offenses; and in supervising persons to assure their compliance with the conditions of release. An officer also assists the U.S. Attorney's Office with its pretrial diversion program. The incumbent's duties include but are not limited to the following:

Gathers and verifies background information concerning persons charged with a federal criminal offense upon arrest, or concerning persons considered for the pretrial diversion program;

Evaluates information and prepares a report to the judicial officer prior to a person's initial court appearance with an assessment of the risk of nonappearance and danger to the community, and a recommendation for release or detention according to the factors noted in the Bail Reform Act of 1984 as amended;

Prepares a report for the U. S. Attorney's Office on persons considered for the pretrial diversion program and supervises persons accepted into the program by monitoring their conditions;

Conducts investigations and prepares presentence reports for the U.S. District Court with recommendations for sentencing offenders convicted of federal offenses. These reports require interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution, incarceration and cost of supervision;

Interprets and applies U.S. Sentencing Commission guidelines and relevant case law;

Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution;

Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guidelines applications. Serves as resource to the court to facilitate proper imposition of sentence;

Supervises defendants and offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment;

Maintains personal contact with defendants and offenders through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment and counseling, implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment, and training;

Detects and investigates violations and implements appropriate alternatives and sanctions; conducts preliminary interviews and other investigations as required; and maintains a detailed written record of case activity;

Initiates contacts with, replies to, and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.

### **Qualifications**

A bachelor's degree from an accredited college or university with specialization in criminal justice, criminology, psychology, sociology, human relations, business or public administration. An advanced degree is preferred.

## **Specialized Experience**

Progressively responsible experience, following completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment/mental health services.

## **Physical Requirements and Maximum Entry Age**

Because officers must effectively deal with physical attacks and are subject to moderate arduous physical exertion, applicants must be physically capable to do field work and possess a valid driver's license. First time appointees must not have reached their 37<sup>th</sup> birthday at the time of appointment.

**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 are available for public review at: <http://www.uscourts.gov/>.

Prior to appointment, applicants considered for this position will undergo a full background investigation.

## **APPLICATION PROCEDURES**

Candidates must submit copies of college and graduate school transcripts, a letter of interest which addresses their particular skills and experience, along with a current resume and an application for judicial employment – AO78, located at <http://www.uscourts.gov/>.

Part of the screening process will include an evaluation of the applicant's writing ability. Therefore, as a separate submission, **please explain why you have chosen to pursue a career as a U.S. Probation Officer, and what knowledge, skills and abilities will you bring to the position to benefit the Court and the Probation Office in the Western District of Missouri.**

United States Courts  
Attn: Michele Nelson  
400 E. 9<sup>th</sup> Street  
Kansas City, MO 64106  
or email packet to:

[michele\\_nelson@mow.uscourts.gov](mailto:michele_nelson@mow.uscourts.gov)

This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay.

The U.S. Probation Office is an Equal Opportunity Employer.

Only applicants invited for an interview will be contact.