



**Vacancy Announcement**  
**United States Probation and Pretrial Office**  
**Western District of Missouri**

Position:	Probation Officer Assistant
Position Number:	PR-1182022
Location:	Kansas City, Missouri
Starting Grade/Range:	CL 26 (\$48,800 - \$79,371)
Opening Date:	November 8, 2022
Closing Date:	Open till filled
	Preference for those received by 11/23/2022

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The United States Probation and Pretrial Services Office, United States District Court for the Western District of Missouri, is accepting applications for the position of Probation Officer Assistant in the Kansas City division.

**Duties and Responsibilities**

The Probation Officer Assistant serves in a judiciary law enforcement position under the direction and guidance of a probation officer or supervisor. The incumbent provides technical and administrative support and assistance to probation officers, primarily assisting with the supervision of low-risk cases, compiling information for investigations, coordinating with collateral agencies, drafting reports and correspondence, and performing similar duties.

The Probation Officer Assistant performs a full range of duties and responsibilities including but not limited to the following:

- Under the guidance of a probation officer, supervise a caseload of low-risk offenders/defendants requiring contact by telephone, in the office, and in the field. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Assist probation officers with less complex investigations to include compiling criminal histories, and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies and performing other similar activities. Provide officers with accurate and information to assist in their completion of reports. Under guidance from a probation officer, draft and submit selected reports. Observe, and apprise the supervisor of the lifestyle, personal problems, and needs of offenders/defendants. Assist in the development of community resources to meet those needs.
- Under the guidance of a probation officer, respond to judicial officers' requests for information and occasionally testify in court, accompanied by a probation officer, regarding the basis for factual findings and, if applicable, guideline applications.
- Conduct collateral investigations and draft and submit collateral reports, which may entail making telephone, office, and/or field contacts. Perform record keeping.
- Collect and conduct urine tests on offenders/defendants of the same gender and maintain appropriate records.
- If bilingual or multilingual, assist officers and non-English speaking offenders/defendants, family members, and witnesses in translating speech, documents, and correspondence, as required.
- Operate various criminal justice, law enforcement, and probation automated systems. Participate in ongoing training and development programs.

- Perform other appropriate duties as assigned.

## **REQUIRED COMPETENCIES**

- Knowledge of probation, pretrial services and parole processes and procedures, court processes, and legal terminology. Knowledge of the criminal justice system including the interrelationships between the federal courts, federal probation, and various law enforcement agencies.
- General knowledge of available community resources. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities. Basic knowledge of techniques used in supervising offenders/defendants and basic knowledge of sentencing guidelines.
- Basic skill in assisting probation officers with supervision of offenders/defendants in selected low risk cases, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Ability to organize, prioritize, compile, and summarize work within established time frames. Ability to follow safety procedures.
- Ability to work under pressure of short deadlines and follow detailed instructions accurately.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders/defendants. Ability to interview and gather needed information.

## **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.

## **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 a letter of interest, a current resume, and an application for Federal Employment, form AO 78.

<https://jnet.ao.dcn/resources/forms/application-judicial-branch-federal-employment>

Please email packet in one PDF or Word file 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 United States Probation Office is an Equal Opportunity Employer. Only applicants invited for an interview will be contacted. The Court reserves the right to change the announcement.