

# Vacancy Announcement

## UNITED STATES PROBATION OFFICE

District of Kansas

**Position:** United States Probation Officer  
**Number of Positions:** At least one; multiple positions may be filled from this vacancy announcement

### Potential Classification

**Levels:** CPS CL 27, CL 28  
**Salary Range:** \$47,390 - \$92,450  
\*Starting salary is commensurate with qualifications and based upon Court Personnel System (CPS) guidelines. Previous federal government service or professional background providing extensive specialized experience may qualify an applicant for salary placement above step 01 of the appropriate classification level.

**Locations:** To be determined, with possible duty stations in Wichita, Topeka or Kansas City, Kansas.

**Opening Date:** April 7, 2016

**Closing Date:** May 5, 2016

**Interview Dates** Orientation/first round interviews anticipated to be held May 16-17. Final interviews anticipated to be held May 19.

**Interview Location** Topeka, KS

**Vacancy Number:** A16-9

### POSITION OVERVIEW:

A United States Probation Officer conducts investigations, provides recommendations to the court, and supervises persons who have been charged with or convicted of federal crimes. Applicants should have a thorough understanding of the criminal justice system.

The full-time position(s) is located in the Wichita, Topeka or Kansas City, Kansas divisional offices of the United States Probation Office for the District of Kansas. The selected candidate(s) will be assigned to a duty station based on department needs.

The District of Kansas is an evidence based organization, meaning that work is approached in a manner that has been empirically researched and proven to have measurable positive outcomes for defendants and offenders.



**Trey W. Burton**  
Chief United States  
Probation Officer

### Kansas City Division

500 State Ave. (M-35)  
Kansas City, KS 66101

### Topeka Division

444 S.E. Quincy St. (375)  
Topeka, KS 66683

### Wichita Division

401 N. Market St. (3rd Fl.)  
Wichita, KS 67202

### REPRESENTATIVE DUTIES:

Conducts investigations, prepares reports for the court and makes recommendations concerning the release or sentencing of individuals who have been charged with or convicted of federal crimes. The preparation of these reports may require interviewing defendants and their families; investigating the offense; investigating the prior

criminal record and financial status of the defendant; and contacting law enforcement agencies, attorneys, victims, churches, and civic organizations. The purpose of these activities is to obtain information about the defendant's background; to assess risk; to assess the appropriateness of detention or release pending trial; to assess the probability of future criminal behavior; and to determine the amount of loss and the defendant's ability to pay monetary penalties, including restitution, fines and costs of prosecution. An integral part of the sentencing process is the interpretation and application of the 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 bail and/or presentence reports and makes release or sentencing recommendations to the court. Responds to judicial officer requests for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as a resource to the court to facilitate proper release decision or imposition of sentence.

Supervises defendants to maximize adherence to imposed conditions, reduce risk to the community and provide correctional treatment. Maintains personal contact with defendants through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Detects evidence of substance abuse and takes appropriate action, which may include implementing necessary treatment or initiating revocation proceedings. Refers defendants to appropriate outside agencies for counseling, treatment, employment assistance and training. The position may require extensive travel, overnight lodging, and non-standard hours including early mornings, evenings, and some weekends.

Initiates contacts with, replies to, and seeks information from organizations and persons such as the U.S. Parole Commission, Federal Bureau of Prisons and attorneys concerning defendants' behavior and conditions of supervision. Detects and investigates violations and implements appropriate response. 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. Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity.

Performs duties as requested in the investigation and supervision of military offenders.

Support evidence-based principles and practices in the District of Kansas to consistently evaluate and improve organizational performance.

Performs other duties as required by the U.S. District Court and the Chief Probation Officer.

## **QUALIFICATION REQUIREMENTS:**

### Mandatory:

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, which

provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position, is required for all probation officer positions.

Two years of specialized experience or completion of a master’s degree in a field of study closely related to the position, or a Juris Doctor degree.

Preferred:

The District of Kansas is an evidence-based organization and values each of the following skills and experience areas:

- Knowledge and/or experience with evidence-based practices.
- Experience with offender workforce development initiatives and certification programs.
- Financial investigations and/or background.
- Leadership and supervisory experience.
- Ability to speak Spanish and interpret for Spanish speaking clients.
- Experience working with gangs and sex offender populations.

**EVALUATION PROCESS:**

Applicants will be evaluated initially against their experience and educational background in order to determine if they meet minimum qualifications. Eligible applicants will be screened and rated as to experience, education, and training. Applicants may be required to respond to written assignments and undergo testing during the selection process. At least two rounds of interviews may be conducted during the selection process.

**TO APPLY:**

To apply for this position, applicants must submit the following application materials via email to [ksd\\_recruitment@ksd.uscourts.gov](mailto:ksd_recruitment@ksd.uscourts.gov).

1. cover letter
2. professional resume
3. completed AO 78 *Application for Judicial Branch Federal Employment*\*
4. completed *District of Kansas Supplemental Information Form*\*
5. college transcript (unofficial)

**Applicants selected for an interview may be asked to submit an original certified college transcript and copies of the two most recent job performance evaluations, if applicable.**

**\*THE AO 78 AND SUPPLEMENTAL FORMS ARE AVAILABLE ON OUR WEB PAGE UNDER THE “HUMAN RESOURCES” TAB AT:** <http://www.ksp.uscourts.gov>

**INFORMATION FOR APPLICANTS:**

Medical Requirements:

The duties of probation officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and

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control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, 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. The medical requirements for law enforcement officer and officer assistant positions are available for public review on the USCourts.gov website under [Officer and Officer Assistant Medical Requirements](#).

**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, the incumbent will be subject to ongoing random drug screenings, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Maximum Entry Age:

U. S. Probation/Pretrial Services Officers are covered under the law enforcement retirement provision that requires mandatory separation at age 57 with at least 20 years of service due to the physical requirements of the position. Therefore, first-time appointees must have not reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid.

A high sensitive background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation, drug screen, and medical examination. Unsatisfactory results may result in termination of employment. Judicial employees are required to adhere to the court's [Code of Conduct](#), available for public review on the USCourts.gov website.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants must be a U.S. citizen or eligible to work for the United States Government. Proof of eligibility status will be required. Federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts are required to verify that all new employees are eligible to work for the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll.