#06-06
12-22-05

UNITED STATES PROBATION OFFICE
Southern District of Texas

Position Title: **U.S. Probation Officer (CL 25/CL 27)**
Probation Officer applicants who meet the minimum requirements for Probation Officer CL 27 will be hired at that grade. Probation Officer applicants who do not meet the CL 27 minimum requirements may be considered for Probation Officer CL 25 promotable to CL 27 upon attainment of required experience.

Location: **Brownsville, Corpus Christi, Houston, Laredo and McAllen, Texas**

Closing Date: **February 10, 2006 or Until Filled**

Starting Salary Range: **$34,799 - $43,164 (CL 25)***
$40,433 - $50,541 (CL 27)*
***Salary Commensurate with Qualifications**

POSITION OVERVIEW:

Investigative Duties: The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires 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. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The incumbent testifies in court as to guideline applications and serves as a resource to the court to facilitate proper imposition of sentence.

Supervision Duties: The incumbent supervises released offenders to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment. This is accomplished through personal contact with offenders in office and community settings. Offenders' employment, sources of income, life style and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations.

QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business, public administration or other discipline which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position of probation officer. Ability to communicate well orally and in writing. Ability to organize, oversee, and complete multiple projects simultaneously, and with limited supervision. Ability to maintain confidences, exercise mature judgment, and work harmoniously with others. Dependable, with a commitment to regular attendance. Knowledge of court operations.

- Specialized Experience obtained through progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial or security officer, other than criminal investigation experience, is not creditable. Also, graduate degrees and/or academic standing based on grade point average (overall 2.9 or better on a 4.0 scale or 3.5 or better in related major field of study), class ranking (upper third) or membership in a National Honor Society may be creditable for portions of the required specialized experience. Experience within a federal or state probation setting would be preferred. Grade CL 27 requires 2 years specialized experience, CL 25 - 1 year (or the creditable academic achievements noted above).

- Bilingual (Spanish/English) skills and working knowledge of computer software such as WordPerfect and Windows are also preferred.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:

- The duties of probation officers require the investigation and management of convicted criminal offenders who present physical danger to officers and to the public. In the supervision, treatment, and 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, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing Federal offenses.

- Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants 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. In most instances, the amputation of an arm, hand, leg or foot will not disqualify an applicant from appointment, however, severe health problems or physical defects that constitute employment hazards to the applicant or others, may disqualify an applicant.

- First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees' Retirement System 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.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS

First time appointees to the position of a U.S. Probation Officer must undergo an extensive FBI background investigation and drug screening. In addition, officers are subject to updated background investigations every five years and will be subject to random drug screening. If a provisional hire is authorized, applicants are also subject to a local background investigation and continued employment will be contingent on successful completion of the FBI investigation. Applicants may be subject to medical standards established by the Administrative Office of the U.S. Courts.

BENEFITS

Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

APPLICATION PROCESS:

Qualified candidates are asked to submit the application material which is attached below to: U.S. District Clerk's Office, P.O. Box 61010, ATTN: Human Resources, Houston, Texas 77208, by February 10, 2006. The most suitable applicants will be invited for testing and possibly an interview, at their own expense.

The Court reserves the right to withdraw the announcement without prior notice. Applications submitted for this position may be considered for similar positions which may occur within one year from date position is filled.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF TEXAS

MEMORANDUM

Thank you for your response to our Probation Officer posting. We are enclosing an employment application for you to complete and a copy of the position announcement to provide you more information about the position. As you know, there are openings in our Brownsville, Corpus Christi, Houston, Laredo, and McAllen offices. Please submit the information listed below for each location you are interested in applying.

For priority consideration, please have your completed application submitted by **February 10, 2006.**

*You **MUST** submit the information included in this checklist:*:

_____ original application
_____ resume
_____ college transcripts
_____ Education/Experience/Skills Summary Sheet
_____ Indicate location you are interested in applying for in order of preference at the top of the application
_____ one copy of all items listed above for the selection panel
_____ one copy of all items listed above for each location you are applying for

PLEASE NOTE: Missing requested information or incomplete applications could stop further consideration.

Please send your completed employment application packet to:

U.S. District Court
ATTN: Human Resources
P.O. Box 61010
Houston, Texas 77208-1010

If you prefer to FED-EX, send your application packet to:

U.S. District Court
ATTN: Human Resources
515 Rusk, Suite 5003
Houston, Texas 77002

Again, thank you for your interest in employment.

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EMPLOYMENT APPLICATION FOR
U.S. PROBATION OFFICER - SOUTHERN DISTRICT OF TEXAS

PLEASE TYPE OR PRINT LEGIBLY

1. Job Title:

2. Name: Last First Middle Initial (Mr., Miss, Mrs, Ms)	3. Sex - 1 - Male 2 - Female	4. Birth date (Mo., Day, Year)	5. Social Security Number

6. Present Address - Street City/State Zip Code	Home Telephone:	Work Telephone:

7. Place of Birth: City/State	8. Citizenship (Country) **FEDERAL LAW PROHIBITS THE PAYMENT OF SALARY TO CERTAIN NON-CITIZENS, ASK THE HIRING OFFICE TO CHECK YOUR STATUS WITH THE ADMINISTRATIVE OFFICE OF THE U.S. COURTS.**

9. Were you ever a federal civilian employee? Yes_____ No_____ If yes, highest civilian grade/salary: _____

10. Are you receiving a federal annuity or severance payment? Yes _____ No_____

11. Do you have any relatives who are judges, officers or employees of the United States courts? **If so give their names, positions, and relationship to you.**

12. Have you ever been discharged from a position or asked to resign under the threat of discharge? Yes _____No _____ **If yes, explain under the remarks section at the end of the form.**

13. Have you ever been convicted of a crime? (You may omit: (1) offenses committed before your 18th birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses as to which the record has been expunged; (4) minor traffic violations for which you paid a fine of $50 or less) _____ Yes _____ No If yes, explain **(If additional space is needed, include under the "Remarks" section located on the next page):**

_____

_____

_____

14. EDUCATION: A. DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.? YES _____ NO _____ GRADUATION DATE: _____

A. NAME OF HIGH SCHOOL: _____ CITY AND STATE: _____

B. DO YOU HAVE A COLLEGE DEGREE? ( ) Yes ( ) No OVERALL GPA: _____

C. INDICATE BELOW THE TYPE OF DEGREE(S) EARNED: [Give Full Degree Title(s)]

	NAME OF COLLEGE AND DATE CONFERRED:
ASSOCIATE _____	_____
BACHELOR _____	_____
M ASTER _____	_____
DOCTORAL _____	_____

LIST UNDERGRADUATE MAJOR(S): _____ LIST UNDERGRADUATE MINOR(S): _____

LIST GRADUATE MAJOR(S): _____

Attach Transcript Supporting Degree(s) : (if not available forward within 30 days)

Name and location of college/universities attended (including law schools)	Dates Attended	Number of Credit Hours Quarter	Semester	Grade Point Average

What was your scholastic standing in your college? Upper Half _____ Upper Third _____ Upper Quarter _____

D. Were you a member of Phi Beta Kappa, Sigma Xi or one of the National Honorary Scholastic Societies meeting minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies? (Specify) ____ Yes _____ No

E. Describe other training/skills you have received that you believe are relevant to duties of a U.S.P.O. (e.g., automation, counseling, investigation, bilingual, etc.) (If additional space is needed, include under the "Remarks" section below):

_____

_____

MILITARY SERVICE: : ____ **Yes** ____ **No** **If so, list dates, branch, and serial or service number for all active service.**
Are you retired from the military? _____ **Yes** _____ **No**

FROM	TO	BRANCH OF SERVICE	SERIAL OR SERVICE NUMBER

REMARKS ***(Use this space for continuation of answers. List the number of item being continued)***

FLUENT IN SPANISH (Circle One) YES NO OTHER (Explain):_____

EXPERIENCE AND QUALIFICATIONS STATEMENT
Including experience while in the military service
(Start with your present position and work back. Use additional pages if necessary

A

Dates of Employment (*month, year*) FROM: _____ To Present	Number of hours worked per week:	Exact Title of Position:	
Salary/Earnings Starting $ _____ Per _____ Final $ _____ Per _____	Classification Grade (*if in Federal Service*)	Place of Employment: City _____ State _____ Zip Code _____	Kind of Business or Organization (*sales, manufacturing, probation, parole, human services, etc..*)
Name and Address of Employer (*firm, organization, etc.*)		Name and Title of Immediate Supervisor Telephone Number: ( ) area code	
Reason for Leaving:			
Description of Work:			

B

Dates of Employment (*month, year*) FROM: _____ To _____	Number of hours worked per week:	Exact Title of Position:	
Salary/Earnings Starting $ _____ Per _____ Final $ _____ Per _____	Classification Grade (*if in Federal Service*)	Place of Employment: City _____ State _____ Zip Code _____	Kind of Business or Organization (*sales, manufacturing, probation, parole, human services, etc.*)
Name and Address of Employer (*firm, organization, etc.*)		Name and Title of Immediate Supervisor Telephone Number: ( ) area code	
Reason for Leaving:			
Description of Work:			

C

Dates of Employment (*month, year*) FROM: _____ To _____	Number of hours worked per week:	Exact Title of Position:	
Salary/Earnings Starting $ _____ Per _____ Final $ _____ Per _____	Classification Grade *(if in Federal Service)*	Place of Employment: City State _____ Zip Code_____	Kind of Business or Organization *(sales, manufacturing, probation, parole, human services, etc.)*
Name and Address of Employer (*firm, organization, etc.)*		Name and Title of Immediate Supervisor Telephone Number: ( ) area code	
Reason for Leaving:			
Description of Work:			

D

Dates of Employment (*month, year*) FROM: _____ To _____	Number of hours worked per week:	Exact Title of Position:	
Salary/Earnings Starting $ _____ Per _____ Final $ _____ Per _____	Classification Grade *(if in Federal Service)*	Place of Employment: City State _____ Zip Code _____	Kind of Business or Organization *(sales, manufacturing, probation, parole, human services, etc.)*
Name and Address of Employer (*firm, organization, etc.)*		Name and Title of Immediate Supervisor Telephone Number: ( ) area code	
Reason for Leaving:			
Description of Work:			

E

Dates of Employment (*month, year*) FROM: _____ To _____	Number of hours worked per week:	Exact Title of Position:	
Salary/Earnings Starting $ _____ Per _____ Final $ _____ Per _____	Classification Grade (*if in Federal Service*)	Place of Employment: City _____ State _____ Zip Code _____	Kind of Business or Organization (*sales, manufacturing, probation, parole, human services, etc.*)
Name and Address of Employer (*firm, organization, etc.*)		Name and Title of Immediate Supervisor Telephone Number: ( ) area code	
Reason for Leaving:			
Description of Work:			

references *(List Three People Who Are Familiar With Your Knowledge, Skills, and Abilities)*

NAME	ADDRESS (*CITY, STATE & ZIP CODE*)	TELEPHONE NUMBER (*PLEASE INCLUDE AREA CODE*)

SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION.

YOU MUST SIGN THIS APPLICATION. Read the Following Carefully Before You Sign.

1. A false statement on any part of your application may be grounds for not hiring you, or for terminating you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001).
2. If you are a male born after December 31, 1959, you must be registered with the Selective Service System or have a valid exemption in order to be eligible for Federal employment. You will be required to certify as to your status at the time of appointment.
3. **I understand** that any information I give may be investigated as allowed by law.
4. I **consent** to the release of information about my ability and fitness for Federal employment **by** employers, schools, law enforcement agencies and other individuals and organizations, **to** investigators, personnel staffing specialists, and other authorized employees of the Federal Government.
5. **I certify** that, to the best of my knowledge and belief, **all** of my statements are true, correct, complete, and made in good faith..

SIGNATURE:	DATE:

Education/Experience/Skills Summary

Name:_____ **Birthdate**: _____

Address: _____

Degree: Bachelor's _____; Master's _____; Ph.D _____

Name of University(ies): _____

Speciality Area of Degree: _____

Undergraduate GPA: _____ Graduate GPA: _____

Special Experience/Skills

Investigative: (Skills associated with investigating others for purposes of generating a report to an authority such as presentence reports or other similar significant social history investigations).

_____
_____
_____

Counseling: Experience in managing a caseload of clients (in the community), aimed at guiding or changing behavior (probation, parole, social work, etc).

_____
_____
_____

Computer/Keyboard Skills: Working knowledge and use (hardware/equipment and software programs). Ability to produce own documents.

_____
_____
_____

Languages: Fluency? Writing? Speaking?_____
_____

Work History: Employment in the field of welfare of others/community corrections. Total number of years experience: _____.

Current Employer: _____