



UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF NEW YORK

Vacancy Announcement No. 23-08

MORE THAN ONE POSITION MAY BE FILLED FROM THIS ANNOUNCEMENT

Opening Date: March 13, 2023

Closing Date: March 27, 2023

Position:	PROBATION OFFICER ASSISTANT
Position Location:	Western District of New York – Buffalo
Salary Range:	Classification Level 23-25 \$45,397 – 79,346 Pay Table BU (LEO) – starting salary is dependent upon qualifications Promotion potential to Classification Level 25 without further competition if appointed at a lower level
Starting Date:	To Be Determined

The U.S. Probation & Pretrial Services Office for the Western District of New York encompasses 17 counties and consists of two offices. There are three district court judges, five senior judges, and seven magistrate judges. The probation office is headquartered in Buffalo and has one division office in Rochester. The vacant position is available in the **Buffalo** office.

Probation officer assistants, serve in a judiciary law enforcement position, under the direction and guidance of a supervisor, provide technical support and assistance to probation/pretrial service officers in a wide range of areas, including assisting with compiling information for investigations, assisting with and supervising defendants and/or offenders, preparing and drafting reports and correspondence, and similar duties.

REPRESENTATIVE DUTIES:

Probation Officer Assistants perform a variety of duties and responsibilities that include, but not limited to, the following:

- Under the guidance and direction of an officer, supervise selected caseloads of defendants and/or offenders, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records.
- Assist probation/pretrial services officers with conducting select investigations as needed for pre-release/furlough, pre-sentencing, and bail reports; drafting and submitting select reports, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records. Observe and report to supervisors on the lifestyle, personal problems, and needs of offenders/defendants.
- Assist probation/pretrial services officers in the performance of investigations, including compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and similar activities. Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of pretrial and probation reports. Assist in the development of community resources to meet the special needs of offenders/defendants.
- Schedule and conduct urinalysis tests of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Inform officers regarding test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system. Testify, as necessary, before the court or Parole Commission. Where

applicable, may assist officers and non-English speaking offenders/defendants, family members, and witnesses in translating speech, documents, and correspondence.

- Participate in on-going training and development to remain abreast of advanced techniques.

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must be a high school graduate or equivalent. Applicants must also have two years of general experience to qualify for Classification Level 23, Step 1. In addition to the education requirement, applicants must have one year of specialized experience to qualify for Classification Level 24 or Classification Level 25. Within each classification level, an evaluation of quality of experience and competitive factors may provide placement at salary levels above Step 1 up to and including Step 25. Salary placement above Step 1 of either classification is granted at the discretion of the Chief U.S. Probation Officer.

COMPETITIVE FACTORS:

Bilingual (Spanish) candidates are encouraged to apply. Applicants possessing a bachelor's degree from an accredited college or university are preferred. Experience with new technology for internet-based devices, as well as gaming systems, phones, and other digital media.

GENERAL EXPERIENCE:

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE:

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social services organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

EDUCATION SUBSTITUTION:

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because operation court support positions require hands-on experience to be credited as specialized experience.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:

The duties of probation officer assistants require the investigation and management of alleged criminal defendants or convicted sex offenders, which will subject the incumbent to graphic material. 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 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 federal law enforcement retirement provisions must not have reached their **37th** birthday at the time of appointment. State or local law enforcement time in service is not creditable.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS:

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. The final candidate must 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/>.

APPLICATION PROCESS:

Individuals interested in being considered for the position are invited to submit a cover letter and resume to Lisa M. Janca, Human Resources Administrator, lisa.janca@nywp.uscourts.gov, by the close of business at 5:00 PM EST on March 27, 2023. The cover letter must include a narrative statement describing your interest in seeking this position. Job description and additional information can be located on our website at www.nywp.uscourts.gov.

Applicants must be United States citizens. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for interview. Only qualified applicants will be considered for this position. The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior notice.

The U.S. Probation & Pretrial Services Office is an Equal Opportunity Employer