



UNITED STATES DISTRICT COURT
Northern District of Illinois
U.S. PROBATION OFFICE

CAREER OPPORTUNITY FOR
PROBATION OFFICER ASSISTANT

DUTY STATION: Chicago, Illinois

OPENING DATE: Wednesday, September 7, 2016

CLOSING DATE: Open until filled**

** Applications received by close of business Wednesday, September 21, 2016 will be given priority consideration.

JOB GRADE: CL 24/25 (Table 83, Special for Law Enforcement Officers)

SALARY: CL 24 Range: \$42,152 - \$66,462
CL 25 Range: \$44,760 - \$71,629

OF VACANCIES: One

Starting salary will be dependent upon qualifications and experience. If selected candidate is hired at the CL 24 then promotion to the CL 25 will occur without further competition, with satisfactory performance, after one year of employment.

Overview:

The Probation Office for the Northern District of Illinois serves 37 U.S. District Judges and 12 Magistrate Judges and covers 18 counties in northern Illinois. Our office is comprised of 100+ employees. The Probation Office headquarters is located at 230 S. Dearborn St., #3400, Chicago, Illinois, 60604. There are two divisional offices (Eastern, located in Chicago, IL and Western, located in Rockford, IL) and one satellite office (located in Lisle, Illinois).

We are now accepting applications from qualified candidates for the position of Probation Officer Assistant. **The Probation Officer Assistant (POA) serves in a judiciary law enforcement position.** The incumbent provides technical and operational support and assistance to probation officers in a variety of areas, including assisting with compiling information for investigations, assisting with and monitoring select offenders/defendants; drafting reports and correspondence; and assisting with similar operational duties.

Representative Duties:

- Under the guidance and direction of a U.S. Probation Officer (USPO), supervise a caseload comprised of low-risk offenders. Responsibilities may include placing telephone calls, conducting office contacts, gathering and reviewing financial documentation, maintaining case files and entering information into PACTS.
- Will interact with offenders/defendants through office visits and by telephone under the supervision of USPOs/SUSPOs. At the direction of the USPO, will investigate employment, other sources of income, life style factors, and associates to help assess offender risk and monitor compliance with court ordered conditions.
- Assist officers in the performance of select investigations, including: compiling criminal histories/profiles, gathering pertinent demographic, employment, and personal information needed for proper supervision of those on active supervision, conducting inquiries with collateral agencies, and performing other 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 reports and assist in identifying community resources to meet the special needs of offenders/defendants.
- Process record checks on active cases through local and national databases, including those designed to provide arrest, financial and social media information. Perform periodic record checks on other caseloads, including inactive supervision and immigration cases.
- May assist USPOs with interviews of new releases in the probation office and gather initial information and documents to assist USPOs with reentry planning.
- Under the direction of a USPO, will communicate with other organizations and persons concerning offenders' behaviors and conditions of supervision. May assist USPOs with collection of information to be in reports forwarded to the Court.
- Assist Senior USPOs with entry and tracking of offender schedules into the LM database (BI, Inc.), installing and removing LM devices in the probation office, as well as the inventorying and management of LM equipment.
- Conduct/observe urinalysis, and potentially breathalyzer, testing and processing in the probation office setting. Maintain appropriate records and assist with mailing/transport urinalysis tests and materials to laboratories for confirmation. Maintain supply inventories.
- Photograph and fingerprint offenders/defendants for entry into JABS computer database.
- May assist Senior USPOs with the review/oversight of computer monitoring software.
- Under the supervision of a USPO/SUSPO, may assist with Residential Reentry Center (RRC) orientation meetings.
- May assist officers and non-English speaking offenders/defendants, family members, and witnesses in translations.
- Participate in ongoing training and development programs.
- Perform other duties as assigned.

MINIMUM POSITION REQUIREMENTS:

- Unquestioned integrity and exemplary character.
- **Less than 37 years of age at time of appointment.** (Due to Hazardous Duty/Law Enforcement position classification).
- High school graduate or equivalent and have two years of general experience and at least one year of specialized experience. Specialized experience is described as: Progressively responsible clerical or

administrative experience requiring 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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, education institutions, social service organizations, insurance companies and similar.

- Excellent oral and written communication skills.
- Ability to work under pressure of short deadlines.
- Ability to follow detailed instructions accurately.
- Ability to follow safety procedures.

PREFERRED QUALIFICATIONS:

- 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.
- Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance /addiction treatment.
- Entry level knowledge of the roles and functions of the federal probation office, including general knowledge of practices and procedures used in probation.
- Entry level knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, Federal Bureau of Prisons, Federal Public Defender's Office and other organizations.
- Entry level knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities.
- Knowledge of legal terminology and of basic investigative techniques.
- Fluency in Spanish is helpful but not required.

CONDITIONS OF EMPLOYMENT:

Prior to appointment, the selectee considered for the position will undergo a medical examination and drug screening. Upon successful completion of the medical exam and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions to 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 essential job functions derived from the medical guidelines for officer assistants are available at <http://www.uscourts.gov>

Benefits:

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees. Electronic Fund Transfer for payroll deposit is required.

Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in the flexible spending program for health and childcare.
- Optional participation in the commuter reimbursement program.
- Optional participation in a group life insurance program.
- Optional participation in the Thrift Savings Plan (similar to a 401(k)).
- A minimum of 10 paid holidays per year.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

Application Procedure:

For consideration, qualified applicants must provide the following in PDF format:

1. Resume
2. Cover letter
3. Completion of AO78 application form (follow link below)
<http://www.ilnp.uscourts.gov>

Please send entire packet as **one attachment** to **human_r_ilnp@ilnp.uscourts.gov**. Failure to submit any of the items requested may disqualify you from consideration.

Applicants called for interview will be given a written assessment exercise.

Due to the expected high volume of applications for this position, the U.S. Probation Office will only make contact with those applicants who are invited to interview.

Miscellaneous:

Employees of the U.S. Probation Office are appointed in the excepted service, and are considered “at-will” employees. All employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be United States citizens or eligible to work in the U.S. The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The U.S. Probation Office has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written or other notice.

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