



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

**CAREER OPPORTUNITY FOR  
PERMANENT, FULL-TIME  
U.S. PROBATION OFFICER**

**DUTY STATION(S):** Chicago, IL, Lisle, IL and Rockford, IL

**OPENING DATE:** Thursday, February 20, 2020

**CLOSING DATE:** Open until filled, applications received by March 20, 2020, will get priority consideration

**SALARY:** CL 23-28 (\$40,361 – \$110,638)  
Starting salary dependent upon qualifications, experience and duty station

**More than one vacancy may be filled from this position announcement.**

**If you applied for Position Announcement #19-04 and/or #19-08– U.S.P.O, your application will remain active.**

**POSITION OVERVIEW:**

The Probation Office for the Northern District of Illinois serves 35 U.S. District Judges and 14 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 Street, Suite 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).

By statute, the Probation Officer serves in a Judiciary law enforcement position and assists in the administration of justice. Under the guidance and direction of a Supervisory Probation Officer, incumbent as an investigative, sentencing and supervision specialist, is responsible for providing meaningful assistance to the U.S. District Court in its deliberations and decisions concerning criminal offenders, and for ensuring public safety through the monitoring and supervision of offenders placed under supervision by the court, the U.S. Parole Commission, or military authorities.

**REPRESENTATIVE DUTIES:**

- Conduct investigations and prepare reports for the court with recommendations. Interview offenders/defendants and their families and collect background data from various sources. During the process, interpret and apply policies and procedures, statutes, Federal Rules of Criminal Procedures, and U.S. Sentencing Guidelines, Monographs, and relevant case law, as applicable.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders, investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and refer to appropriate specialist.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officers' requests for information and advice. Testify in court as to the basis for factual findings and guideline applications, if warranted. Maintain detailed records of case activity.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victims Restitution Act.
- Review and resolve disputed issues involving defendants/offenders and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for monitoring, restrictions and interventions designed to mitigate risk.
- Provide offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders/defendants through interviewing, gathering appropriate information and collaborating with stakeholders. Assist offenders/defendants toward integration into the community.
- Communicate with other organizations and personnel (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Discuss violations with Supervisory Probation Officer. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.

**EARNING POTENTIAL:**

Officers are eligible for annual within-level increases with satisfactory performance. When vacancies occur promotional opportunities to supervisory and specialist positions are available within the office to qualified employees, on a competitive basis.

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**TRAINING:**

All newly hired officers are subject to a one year probationary period. During that period each officer will receive on-the-job training for a period of approximately six months. Each officer will also attend a formal training session for six weeks at the Federal Probation and Pretrial Services Academy in Charleston, South Carolina.

**QUALIFICATIONS:**

Applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

**Required Education:** All probation officer positions require 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 position.

**Required Experience:** In addition to meeting education requirements, United States Probation Officers must possess the following required experience:

- To qualify at a CL 23, no previous experience is required.
- To qualify at a CL 25, candidates must possess one year of specialized experience\* equivalent to work at a CL 23, OR completion of a bachelor's degree from an accredited college or university with an overall grade point average of 2.9 or better on a 4.0 scale (3.6 on a 5.0 scale) or completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.
- To qualify at a CL 27, candidates must possess two years of specialized experience\* including at least one-year equivalent to work at a CL 25 or the completion of master's degree closely related to field of Juris Doctorate.
- With satisfactory performance, and qualifying experience, promotion to the CL28 is without further competition.

\*Specialized experience is described as progressively responsible experience, gained after completion of a bachelor's degree, which provides evidence of the capacity to understand and apply the human behavior management skills involved in the position. Experience as a police, parole, custodial, or security officer does not qualify as specialized experience.

Applicants must have a valid driver's license and access to a personal vehicle for use when a government-issued vehicle is unavailable. Sufficient keyboarding skills (or alternative skills) to demonstrate proficiency in producing reports/documents/correspondence using electronic word processing and other office system technology is required.

**Maximum Age Requirement:** First time appointees to positions covered under federal law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 years old and older who have previous law enforcement experience covered under 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

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officer experience deducted from their age to determine whether or not they meet the maximum age requirement.

**Medical Requirements:** Prior to appointment, the applicant considered for this position will undergo a medical examination and drug screen. Upon successful completion of the medical examination and drug screen, the applicant will be appointed under a provisional status, pending the completion of a favorable background investigation. 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, pretrial services officers, and officer assistants are available for public review at <http://www.uscourts.gov/>.

**Physical Requirements:** 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 hearing aid(s), is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify the applicant.

Other qualifications required:

- (1) Unquestioned integrity and exemplary character.
- (2) Sound health.
- (3) Less than 37 years old at time of appointment.
- (4) Fluency in Spanish is helpful but not required.

**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.

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.
- Mandatory participation in the federal retirement system and social security program. Note: This position is covered under the federal hazardous duty retirement provisions with mandatory retirement at age 57.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in the flexible spending program for health and dependent care.
- 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.

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**APPLICATION PROCEDURE:**

For consideration, qualified applicants must provide the following in a **single PDF**:

1. Cover letter
2. Resume
3. Completion of AO78 application form (follow link: <http://www.ilnp.uscourts.gov>)
4. Copy of transcript(s) for a Bachelor's degree & any advanced degree.
5. Last two performance appraisals/evaluations from your current and/or previous employer(s). (If unable to provide these, please tell why in your cover letter.)
6. Narrative addressing the **Quality Ranking Factors**.

**Quality Ranking Factors**

Applicants must submit a narrative statement addressing the factors listed below:

1. Describe your qualifications, skills and abilities that are relevant to the field of probation, court services, corrections, counseling or case management.
2. Describe why you would like to become a United States Probation Officer for the Northern District of IL.

Send the entire packet as **one attachment** to [human\\_r\\_ilnp@ilnp.uscourts.gov](mailto:human_r_ilnp@ilnp.uscourts.gov), include the Position Announcement # and Position Title in the Subject line of the email, and **also SPECIFY the duty station(s) for which you are applying**. **Failure to follow directions and/or submit a complete packet may disqualify you from consideration.**

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 participate in the interview process. Only those interviewed will be notified of the selection outcome. Questions may be emailed to the Human Resources email address given above. **No telephone calls please!**

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

**The U. S. Probation Office is not authorized to reimburse candidates for interviews or relocation expenses.**

The U.S. Probation Office has the right to modify the conditions of this position 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.

***THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER***