



**U.S. Probation & Pretrial Services  
District of Maine**

**VACANCY ANNOUNCEMENT**

<b>Announcement Number:</b>	MEP-2024-03
<b>Position:</b>	U.S. Probation & Pretrial Services Officer
<b>Salary Range:</b>	CL 25/27/28 (\$56,445 - \$127,743)
<b>Position Location:</b>	Portland, Maine
<b>Opening Date:</b>	April 1, 2024
<b>Closing Date:</b>	Open Until Filled (Applications preferred by April 30, 2024)
<b>Area of Consideration:</b>	<b>This vacancy is open to all qualified applicants.</b>

**The U.S. Probation & Pretrial Services Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice. More than one position could be hired from this posting. If a subsequent vacancy of the same position type becomes available within a reasonable time of the original announcement, the U.S. Probation & Pretrial Services Office may elect to select a candidate from the original qualified applicant pool. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected.**

**Position Overview:** The U.S. Probation & Pretrial Services Office for the District of Maine includes locations in Bangor and Portland.

The District of Maine is a combined office and officers are responsible for all pretrial, presentence and post-conviction functions. We are a progressive district in the areas of IT and require officers to complete their work with limited administrative support. All officers are expected to be versed in the use of evidence-based practices in their duties, and interactive journaling and other EBPs are utilized. Pretrial release and supervision activities are based on the results of risk assessments (PTRA & PCRA).

**Representative Duties:** 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 defendants and their families; investigating the offense, prior record and financial conditions of the defendants; and contacting law enforcement

agencies, attorneys, victims of the crimes, alcohol/drug/mental health treatment providers, and others in the community. An integral part of this process is the interpretation of the U. S. Sentencing Commission Guidelines and relevant case law.

Following disclosure of presentence reports to the parties, analyzes any objections, attempts to resolve disputed issues and presents unresolved issues to the Court for resolution.

Presents presentence reports and sentencing recommendations to the Court. Responds to judicial officer's request 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 imposition of sentence.

Supervises persons in the community under court ordered conditions to maximize adherence to imposed conditions, reduce risk to the community and provide correctional treatment.

Maintains personal contact with persons under supervision through office and community visits and by telephone, text, and email. Investigates employment, sources of income, lifestyle, and personal associates to assess risk and compliance. Responsible for detection of substance abuse through collection of urine specimens. Refers persons under supervision to appropriate outside agencies for medical, mental health and drug/alcohol treatment, and for assistance with employment and training. Maintains detailed records of case activity.

Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports and makes recommendations for disposition and testifies at Court or parole hearings.

Conducts bail investigations and makes recommendations to the Court regarding release of persons under pretrial supervision.

## **Qualifications**

**Minimum Qualifications:** One year of specialized experience (which includes 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 abuse treatment), and 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, 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 be conscientious about detail and accuracy. Ability to maintain confidences, exercise mature judgment, and work harmoniously with others. The candidate must foster high ethical standards and demonstrate integrity in meeting the office's

vision, mission, and goals.

Knowledge of the criminal justice system. Familiarity with the United States Probation system, its role, and functions. Understanding of the roles, responsibilities, and relationships among the federal court districts and its partner agencies.

Skill in the use of computer software and automated systems to perform record checks, compile criminal history information and conduct similar activities.

Applicants must be U.S. Citizens or eligible to work in the United States.

First-time appointees to positions covered under Federal law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer 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 experience subtracted from their age to determine whether they meet the maximum age requirement.

**Preferred Qualifications:** Three years of specialized experience, with a degree in such fields as probation, pretrial services, parole, corrections, criminal investigations, law or substance abuse treatment. An advanced degree in areas of study such as criminal justice, criminology, psychology, sociology, human relations, business, public administration, or law. Foreign language fluency.

**Physical Requirements:** The duties of probation officers require the investigation and management of convicted criminals who present physical danger to officers and to the public. In the supervision, treatment and control of the persons under supervision, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing 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. Any candidate the court is appointing to an officer position will be subject to a pre-employment medical examination. The applicant must be determined medically qualified prior to commencement of duties. The medical requirements for probation officers and probation officer assistants are available for public review at [www.uscourts.gov](http://www.uscourts.gov).

**Background Investigation, Drug Screening and Medical Standards:** 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.

**Benefits:** Employees of U.S. Probation & Pretrial Services ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental, and vision programs.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to a 401K).
- Participation in a group life insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- Time in service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The court is not authorized to reimburse candidates for travel or moving expenses.

### **Application Procedure**

Qualified applicants should submit:

1. Cover letter highlighting specific skills and experience he/she would bring to the position;
2. Detailed Resume;
3. Judicial Employment Application Form AO-78; and
4. Copy of most recent performance appraisals.

All documents should be combined and emailed as one PDF attachment. This position will remain open until filled. Applications preferred by April 30, 2024. Send via email to:

[Apply USPO@mep.uscourts.gov](mailto:USPO@mep.uscourts.gov)

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