



United States District Court  
District of Maine  
United States Probation & Pretrial Services

**Announcement No.:** MEP 2015-08

**Position:** U.S. Probation & Pretrial Services Officer

**Location:** Portland, Maine

**Salary Range:** CPS CL 25/27/28 (\$44,074 - \$99,783 )  
Starting salary is dependent on qualifications and experience

**Closing Date:** **Open Until Filled.** Priority will be given to applications received by close of business on **December 31, 2015.**

**Area of Consideration:** **This position is open to current or former U.S. Probation & Pretrial Services Officers or Interns (nationwide).**

**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 U.S. Probation & Pretrial Services Office also reserves the right to require this position to relocate due to staffing, workload or budgetary constraints.**

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

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 PACTS utilization, and require officers to complete their work with little or no 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. Supervision is based on the results of the risk assessment (PCRA). Successful re-entry is a primary focus.

**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 offenders and their families; investigating the offense, prior record and financial conditions of the offenders; 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.

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

Supervises defendants and offenders to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment.

Maintains personal contact with offenders through community and office contacts, and other means. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Responsible for detection of substance abuse through collection of urine specimens. Refers offenders 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.

## **Qualifications**

**Minimum Qualifications:** One year of specialized experience 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. Proficient in the use of PSX and PACTS. 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.

**Preferred Qualifications:** Excellent computer knowledge, with experience in the Windows operating environment and Word is preferred, along with the ability to type a high volume of material accurately. The candidate must foster high ethical standards and demonstrate integrity in meeting the office's vision, mission and goals.

**Physical Requirements:** 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 the offenders, 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.

**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.

**How to Apply:**

Qualified applicants should submit:

1. Cover letter highlighting specific skills and experience they would bring to the position;
2. Detailed resume; and
3. Copy of most recent performance appraisal.

prior to close of business on December 31, 2015, **by e-mail** to:

Timothy Duff, Deputy Chief U.S. Probation Officer  
tim\_duff@mep.uscourts.gov

**All documents should be combined and emailed as one PDF attachment.**

**United States Probation & Pretrial Services is an Equal Opportunity Employer**