



**THE UNITED STATES PROBATION OFFICE
DISTRICT OF NEW MEXICO**

**Vacancy Announcement No. 2005-10-02
October 17, 2004**

POSITION

U.S. Probation Officer Assistant

LOCATION

Roswell New Mexico, District of New Mexico

CLASSIFICATION LEVEL

**CL 24 typical starting salary \$31,722.00 per
annum**

CLOSING DATE

November 19, 2004

POSITION OVERVIEW

The United States Probation Office is currently accepting applications for a Probation Officer Assistant position in Roswell, New Mexico. This is a full-time temporary position with full benefits provided.

The incumbent is responsible for entering, analyzing, maintaining, and producing accurate data in various automated and manual systems; criminal history investigations and records requests; initiates offender files; collateral investigations; and monitoring and documenting incoming offender correspondence. The incumbent also shall assist in office management responsibilities, such as: mail, phone, supplies, equipment and office machine maintenance.

The incumbent is responsible for investigations and preparing 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/violation of supervision, criminal record and financial status of offenders, contacting law enforcement agencies, attorneys, victims, schools, and other community organizations and agencies. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

The incumbent supervises offenders to maximize adherence to Court-imposed conditions to reduce risk to the community, and to provide correctional treatment. Develops a supervision plan and maintains a detailed record of case activity on offenders; maintains personal contact with offender through home, community and office visits, and via telephone; coordinates and monitors offenders' contact with community resources, i.e., substance abuse facilities, counselors, shelters, or employment facilities; investigates/verifies employment, sources of income, lifestyle, and associates to assess risk and compliance; contact with law enforcement, urine collection, search, and other measures to monitor offenders' compliance with Court-ordered requirements and supervision strategies.

CAREER OPPORTUNITY

QUALIFICATIONS

The minimum requirement for consideration as a U.S. Probation Officer Assistant is completion of a bachelor's degree from an accredited college or university in a field of academic study (such as social work, criminal justice, criminology, psychology, sociology, human relations, business or public administration) which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position. Appointees must not have reached their 37th birthday at the time of appointment¹ and must be physically capable of performing duties requiring moderate to arduous physical exertion. Any severe health problem may be disqualifying. The position requires mandatory officer safety, and possibly firearms training. Selected applicants must have a Federal Bureau of Investigation clearance which may take up to six months to complete prior to appointment and also undergo employment drug testing. In addition, incumbent will be subject to random drug testing and updated background investigations every five years.

Following initial review of application, only qualified applicants will be selected for further screening consisting of tests to measure analytical and communicative skills. Successful completion of these tests will be followed by an oral interview session.

The U.S. Probation Office will not be responsible for expenses associated with travel for interviews or relocating the successful candidate. Due to the large volume of applications, the Probation Office will only communicate with those individuals who will be interviewed for open positions.

PERSONAL CHARACTERISTICS

The successful applicant must possess good multi-tasking management skills, have very strong interpersonal/verbal and written communication skills. Applicant must be a team player and flexible in a changing environment. Attention to detail is critical.

BENEFITS

A generous benefits package is available to full-time, permanent employees, which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance Retirement benefits (FERS)
- Thrift Savings Plan
- Eligible for private long term disability plan options
- Credit for prior government service

INFORMATION FOR APPLICANTS

- The successful candidate for this position is subject to a FBI Background Investigation, Mandatory Drug Testing, full National Crime Information Center (NCIC) background records check.
- Mandatory electronic deposit of salary payment.
- Employees of the United States Probation Office are Excepted Appointments and not included in the government's competitive service classification system. Positions are covered by the Court Personnel System.

Mail letter of interest and Resume to: Anita L. Chávez, Chief U.S. Probation Officer, 333 Lomas NW Suite 170, Albuquerque, NM 87102, Attention: Cynthia A. Tafoya, HR Department.

For additional information on the United States Probation, view our web site at:
www.nmcourt.fed.us/web/PBDOCS/

The United States Probation Office is an Equal Opportunity Employer