

**DISTRICT OF IDAHO**  
**United States Probation and Pretrial Services Office**  
**Opportunity Announcement 2021-PR-01**

## Commit to Excellence



[www.idp.uscourts.gov](http://www.idp.uscourts.gov)

### **Open To:**

Current U.S. Probation or Pretrial Services Officers for transfer, and candidates who meet the minimum requirements (Page 3).

### **Position Details**

Classification Level: CPS, CL 25-28

Salary Range (Dependent on Qualification):

CL-25 \$44,528 - \$71,243 LEO

CL-27 \$51,709 - \$84,059 RUS

CL-28 \$61,988 - \$100,739 RUS

**Closing Date:** Position open until filled.

### **Materials must be submitted to:**

U.S. Probation & Pretrial Services Office

Attn: Erica Langton

[Careers@id.uscourts.gov](mailto:Careers@id.uscourts.gov)

Materials should be submitted in one PDF document, please.

### **Applicants must provide:**

1. Letter of interest
2. Current résumé
3. 3 Professional References
4. Completed AO-78 (See link on page 6)
5. AO78B, voluntary (See link on page 6)

## United States Probation Officer

The United States Probation and Pretrial Services Office for the District of Idaho is accepting applications for the position of **United States Probation Officer**. It is anticipated that this position will serve as a Presentence Investigator. There are five offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, Lewiston, Twin Falls and Pocatello. Assignment of all positions is at the discretion of the Chief Probation Officer. This recruitment may also be used to fill future anticipated openings throughout all district locations.

The probation officer, as an investigative, sentencing and supervision professional, is responsible for providing meaningful assistance to the court in its deliberations and decisions concerning criminal offenders, and ensuring public safety through the monitoring and supervision of offenders placed under supervision by the court, the U.S. Parole Commission or military authorities.

The District of Idaho is committed to a leadership-centric team approach to carrying out our mission and all staff, regardless of position, are expected to understand and display effective leadership behaviors.

Note: More than one position may be filled using the applicant pool from this posting.

Successful applicant must be mature, responsible, poised, organized and meticulous; they must also possess tact, good judgment, initiative and the ability to work with a wide variety of people with diverse backgrounds. Prior to appointment, the final candidate must undergo a full field background investigation and submit to drug testing as a condition of employment. In addition, the incumbent will be subject to a medical evaluation, random drug screening and updated background investigations every five years.

The District of Idaho is an evidence-based practices District, and is committed to excellence in the fair administration of justice and to ensuring the safety of our community. As a partner in the national federal probation system, we are guided by the Charter for Excellence and the desire to ensure that each member of our team has an opportunity to develop their skills to their highest capability.

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**REPRESENTATIVE DUTIES:**

- Prepares pretrial bail reports and pretrial diversion investigation reports. Conducts NCIC and related arrest history and background information inquiries through national, state and local databases. Visits local law enforcement and court agencies to collect record information.
- Conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses, through the use of a fully automated and computerized system. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the defendant, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the defendant's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the defendant's ability to pay fines and costs of prosecution, incarceration and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.
- Following disclosure of the presentence report to the parties, the officer analyzes any objections and determines an appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.
- Presents presentence report 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 resource to the court to facilitate proper imposition of sentence.
- Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Collects and conducts urine screens on defendants and offenders as needed. Testifies upon request in court.
- Maintains personal contact with offenders through office and community visits, and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Responsible for detection of substance abuse and, through assessment and counseling, implements the necessary treatment or violation proceedings of appropriate offenders. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training agencies.
- Initiates contacts with, replies to, and seeks information from, organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings. Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity.

**MINIMUM/REQUIRED QUALIFICATIONS:**

**For Current Probation and Pretrial Officers:**

The incumbent must be a current United States Probation/Pretrial Services Officer at any CPS classification level and be in good standing (i.e., not on a performance improvement plan or similar status). To be considered for placement at a CL-28 level, the District of Idaho requires at least 3 years of experience at a CL-27. Transfers will be considered at a Probation /Pretrial Services Officer's current Classification Level (up to CL-28) and Step from their current pay table to Pay Table 01-RUS (or Pay Table 31-RUS if a CL-25). We will be unable to match locality pay, or offer compensation for relocation.

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**For All Other Applicants:**

**Required Education and Experience**

To qualify for a position as a United States Probation Officer, a person must possess 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. All Probation and Pretrial Services Officers must have the capacity to understand and apply legal requirements and possess human relations skills.

**Specialized Experience**

For appointment at the CL-25 level, the incumbent must possess one year of progressively responsible experience, gained after completion of a bachelor's degree. For appointment at the CL-27 level, the incumbent must possess two years of progressively responsible experience, gained after completion of a bachelor's degree.

Progressively responsible experience is considered to be work in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**Educational Substitutions**

Completion of a bachelor's degree in a related field from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0
- Standing in the upper third of the class.
- A "B+" (3.5) average or better in the major field of study, such as criminal justice, psychology, business or public administration, sociology or human relations.
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.
- Completion of one academic year (30 semester or 45 quarter hours), of graduate work in a field of study closely related to the position equates to one year of specialized experience.
- Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, equates to two years of specialized experience.

**Preferred Qualifications:**

Three years progressively responsible experience (as described above), gained after completion of a bachelor's degree. Knowledge and proficiency with Microsoft Word, Excel and other Windows based computer applications.

**PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:**

The duties of probation officers require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, 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 suspected or convicted of committing federal offenses.

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Because officers must effectively deal with possible physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. 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 a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a prosthesis to compensate for the amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

Prior to appointment, the applicant selected for the position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selected applicant may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Also as a condition of employment, the selected candidate must successfully complete a Single-Scope Background Investigation (SSBI), and every five years thereafter will be subject to an updated investigation similar to the initial one. This investigation includes an FBI fingerprint and background check, and retention in the position will depend upon a favorable suitability determination.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 years 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

**For Current U.S. Probation and Pretrial Officers:**

U.S. Probation and/or Pretrial Services Officers transferring to another district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, all applicable records for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at their discretion, request drug and/or medical testing be conducted, if through direct observation or objective evidence, finds an officer is unable to perform the essential functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

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**APPLICATION PROCESS:**

Qualified applicants should deliver the following items by email, in a single PDF attachment:

- a letter of interest
- a current resume
- 3 Professional References
- a completed AO-78, Application for Federal Employment form (Available on our website – see page 6)\*
- AO-78B, Voluntary Race/Ethnicity, Gender, & Disability Identification (also available on our website)

**Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete, you may not be considered for this position.**

United States Probation Office  
Attn: Erica Langton, Human Resources

[Careers@id.uscourts.gov](mailto:Careers@id.uscourts.gov)

E-mails accepted in PDF format only

**BENEFITS:**

A generous benefits package is available and includes the following:

- Eleven (11) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Federal Employees' Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)

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**DISCLOSURES:**

\*Application forms (AO-78) are available at any of our office locations or in fillable format on our website below: [http://idp.uscourts.gov/probation/work\\_with\\_us/Employment\\_in\\_Idaho.cfm](http://idp.uscourts.gov/probation/work_with_us/Employment_in_Idaho.cfm) Voluntary Race/Ethnicity, Gender, and Disability Identification form (AO-78B) is also available on our website. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you will not be considered for this position.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. **Applicants selected for interviews must travel at their own expense. If selected for this position, relocation expenses will not be reimbursed.**

As a condition of employment, the selected candidate must successfully complete a ten year background investigation, and every five years thereafter will be subject to an updated investigation similar to the initial one. This investigation includes an FBI fingerprint and background check, and retention in the position will depend upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered “at will” employees in the expected service and may be terminated with or without cause by the court.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government’s Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

**Due to the expected high volume of applicants for this position, the U.S. Probation & Pretrial Services Office, District of Idaho will only make contact with those qualified applicants who will be invited for an interview.**

THE UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE  
IS AN EQUAL OPPORTUNITY EMPLOYER

