

**United States District Court
District of Minnesota
Career Opportunity: U.S. Probation Officer**



Position Details

Title and Type: U. S. Probation Officer, Full-time
Vacancies: One
Location: [Bemidji MN](#)

Posting Date: September 21, 2018
Classification: CL 25 to CL 28
Salary Range: \$42,150 - \$95,388
Depending on qualifications.

Closing Date: Open until filled. Preference will be given to resumes received by Friday, October 5, 2018, at 5:00 p.m. Central Time.

Area of Consideration: Open to all sources.

Vacancy Announcement #: 2018-22
To apply, qualified applications should follow the instructions below:

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- Attach one PDF document, containing
 - A cover letter;
 - Resume;
 - [Application of Employment \(AO 78\)](#); and
 - Names and contact information for three (3) professional references.

 - Add "U.S. Probation Officer" in the email subject line. Email the PDF document to hr-mnprob@mp.uscourts.gov.

 - Submission of the PDF document must not be done using a link to a cloud-based storage system but must be provided as an attachment to the email.

OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, Saint Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota, is composed of seven authorized district judges, six senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Services Office staff.

INTRODUCTION

The U.S. Probation and Pretrial Services Office, for the District of Minnesota, is seeking a [U.S. Probation Officer](#) to assist in the administration of justice and to promote community safety.

REPRESENTATIVE DUTIES

A U.S. Probation Officer conducts investigations and prepares reports for the U.S. District Court with recommendations for sentencing individuals convicted of federal offenses; interprets and applies U.S. Sentencing Commission guidelines and relevant case law; supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment; detects and investigates violations and implements appropriate alternatives and sanctions; conducts preliminary interviews and other investigations as required; and maintains a detailed written record of case activity.

The appointee will help support and facilitate a comprehensive, multi-faceted correctional treatment effort specifically designed to address a variety of treatment delivery challenges and special offender (juvenile and adult) needs and risks unique to the Red Lake Reservation. The appointee will also assist in the implementation and operation of employment/ community service programs on the Red Lake Reservation. As needed to advance the goals of these efforts, the appointee may serve as a liaison between tribal and other governmental agencies.

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POSITION REQUIREMENTS AND QUALIFICATIONS

Minimum Qualifications

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, 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 this position is required.

A minimum of one year specialized experience is required. Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or working in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Advanced education may be substituted for specialized experience.

Preferred Qualifications

Proficiency with Microsoft Office or similar software. Excellent oral and written communication skills.

Medical Requirements

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, the 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.

Physical Requirements

Officers must possess, with or without corrective lenses, good distance vision in a least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, 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 an applicant.

Maximum Entry Age

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 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.

United States District Court District of Minnesota



ENVIRONMENTAL DEMANDS

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with people who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur). The duties of probation and pretrial services officers require the investigation and management of alleged criminal offenders 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 for officer safety, and use of self-defense tactics.

CONDITIONS OF EMPLOYMENT

Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records. Prior to appointment, applicants considered for this position will undergo a full OPM background investigation, finger printing, medical examination, and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years. Applicants must be U.S. citizens or eligible to work in the United States (i.e., the applicant's country of citizenship has a defense treaty with the United States). This position requires completion of a training academy in Charleston, South Carolina.

The United States District Court requires employees to adhere to a [Code of Conduct Policy](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- With supervisor approval, telework, alternative work schedules, and other workplace flexibilities.

Employees of the U.S. District Court are not classified under Civil Service.

APPLICATION INFORMATION

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified. Participation in the interview process is at the applicant's own expense and relocation expenses will not be provided.**

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

An Equal Opportunity Employer