



222 W. 7th Avenue  
Anchorage, Alaska 99513

*We believe people can change. We provide quality service to the courts and meaningful opportunities to improve lives, families, and community safety.*

## U.S. PROBATION AND PRETRIAL SERVICES DISTRICT OF ALASKA

### U.S. PROBATION AND PRETRIAL SERVICES OFFICER ASSISTANT

**ANNOUNCEMENT NUMBER:** USPO 21-03

**LOCATION:** Anchorage, Alaska

**ANNOUNCEMENT DATE:** July 20, 2021

**CLOSING DATE:** Open till filled (First review date August 7, 2021)

**SALARY RANGE:** CL 24 (\$46,880 - \$73,955) Plus 2.86% COLA;

**TERMS OF EMPLOYMENT:** Full-time, Excepted Service, Temporary (*up to one year and one day*) with potential for extension, subject to funding. Selected candidates will begin in an administrative position until successful medical requirements are confirmed. More than one position may be filled from this announcement.

**DISTRICT OF ALASKA** - U.S. Probation and Pretrial Services in the District of Alaska has a staff of less than 40 officers and administrative personnel, which includes Shared Services. There are staffed offices in Anchorage and Fairbanks.

- The district covers 586,000 majestic square miles which provides unique travel and fieldwork opportunities. Officers experience remote locations firsthand, dynamic communities and cultures, and the natural environment and resources that are unique to Alaska.
- The district offers significant professional and personal development opportunities. Cross training is available to all staff, with an emphasis on learning to lead which allows officers to become self-sufficient and well-rounded.
- Officers work with a diverse group of clients and engage with various community and legal agencies.
- Become part of a unique team that encourages feedback from staff and allows the opportunity to take ownership regarding the district's direction. A supportive work environment, which encourages communication among our team members.
- The U.S. Probation and Pretrial Services Office for the District of Alaska is committed to the goals, mission and values of [The United States Probation and Pretrial Services Charter for Excellence](#).

**POSITION OVERVIEW** - The United States Probation and Pretrial Services Office for the District of Alaska is accepting applications for a United States Probation and Pretrial Services Officer Assistant (POA). The POA serves in a judiciary law enforcement position. The incumbent provides technical and operational support and assistance to probation and pretrial services officers.

By statute, probation officers serve in a judiciary law enforcement capacity, assist in the fair administration of justice, promote community safety, gather information, supervise individuals on pretrial and post-conviction supervision, interact with collateral agencies, conduct investigations, prepare reports, and present recommendations to the Court.

## EMPLOYEE BENEFITS:

- Paid Annual Leave
- Paid Sick Leave
- Ten Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match
- Employee Assistance Program
- Wellness Programs
- <https://www.uscourts.gov/careers/benefits>

**REPRESENTATIVE DUTIES** - Assist officers in the performance of investigations (i.e., collateral, pretrial, presentence, prerelease, and supervision). Compile criminal histories, run record checks through local and national databases, and conduct inquiries with collateral contacts and agencies. Visit or contact various local, state, and national law enforcement agencies to collect and record information.

Under the guidance of an officer, supervise a select caseload of low risk individuals to ensure compliance with specified conditions. Maintain contact with individuals in the community, office, and telephonically. Detect possible violations and assist in implementing appropriate alternatives and sanctions.

Maintain case records as required by statute or by the court, the Administrative Offices of the U.S. Courts, and the Chief U.S. Probation and Pretrial Services Officer; document interactions and events related to representative duties as directed under existing policies and procedures.

Schedule and conduct urinalysis tests on individuals, follow established procedures and protocols. Maintain paper and computerized records of test results. Inform officers of test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system.

Knowledge of and compliance with, [The Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Participate in and contribute to ongoing inter and intra-agency training programs. Keep informed of and apply new developments and techniques in the judicial and correctional fields.

Perform other related duties as assigned.

Travel within the State of Alaska is required to perform job duties.

**MINIMUM QUALIFICATIONS / EDUCATION AND/OR EXPERIENCE REQUIREMENTS** - Applicant must be a U.S. citizen or foreign national eligible for federal employment

**CL 23** - High school graduation or equivalent and two years of general experience.

**CL 24** - One year of specialized experience equivalent to work at CL-23.

**SPECIALIZED EXPERIENCE** - Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulation, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

**PREFERRED QUALIFICATIONS** - In addition to the minimum qualifications, preference may be given to candidates with any of the following:

- A Bachelor's degree in a closely related field of study.
- Knowledge of evidence-based practices, risk, need, and responsivity principles, cognitive behavioral interventions.
- Knowledge, understanding, and skills required to identify community resources.
- Ability to conduct legal research related to varied and complex legal issues.
- Bilingual skills.

## CONDITIONS OF EMPLOYMENT:

- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered “at will” employees.
- Position is subject to mandatory participation of electronic salary payments (i.e. direct deposit).
- The court reserves right to modify the conditions of this job announcement, or may withdraw the announcement, without prior written or other notice.
- All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

*The United States Probation and Pretrial Services Office for the District of Alaska is an Equal Opportunity Employer.*

**PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE** - The duties of probation and pretrial services officers require the investigation and management of individuals (pretrial and post-conviction) who present physical danger to officers and the public. In the supervision, treatment, and control of these individuals, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm while conducting their duties.

The medical requirements and the essential functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov>.

Due to the hazardous duty retirement requirements of the Federal Government, applicants must not have reached their 37th birthday before date of hire unless they have prior federal hazardous duty experience sufficient to complete 20 years by the mandatory retirement age of 57.

**SELECTION PROCESS** - 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 be appointed provisionally, pending favorable suitability determination by the court.

A full background investigation will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation. Unsatisfactory results may result in termination of employment.

In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening and updated background investigations every five years, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

**APPLICATION PROCESS** - To apply, qualified candidates must submit the following:

- Letter
- Resume
- Most recent performance evaluation
- Three professional references
- [Form AO 78 - Application for Judicial Branch of Federal Employment](#)

The cover letter should be addressed to Ms. Rhonda Langford Taylor, Chief U. S. Probation Officer and detail your specialized experience and preferred qualifications.

Incomplete packets will not be considered. **The application packet must be emailed as one document in PDF format and emailed to: [HR@akd.uscourts.gov](mailto:HR@akd.uscourts.gov)** and reference your name and the vacancy announcement **USPO 21-03** in the email subject line.