



**UNITED STATES PROBATION OFFICE  
CENTRAL DISTRICT OF ILLINOIS**

Michael Martens  
Chief U.S. Probation Officer

**CAREER OPPORTUNITY – ILCP 2020-07**

**U.S. PROBATION OFFICER**

(full time, excepted service position)

Court Personnel System Classification Levels: CL 25/27/28

Salary Range: \$44,066 – 99,762

Promotion potential at the discretion of the Chief U.S. Probation Officer without further competition.  
Salary matching not guaranteed. This vacancy is contingent upon budget availability.

**Opening Date: Friday, August 28, 2020      Close Date: Monday, September 21, 2020**

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The U.S. Probation Office for the Central District of Illinois is currently accepting applications for a U.S. Probation Officer. The Central District of Illinois serves 46 counties. Probation officers provide services to eleven judges. Probation has 46 staff members in divisional offices located in Peoria, Rock Island, Springfield and Urbana. This position is located in the Peoria division and incumbents must live within a reasonable commuting distance (within 45 minutes of the divisional office).

Probation officers serve in a judiciary law enforcement capacity and assist in the fair administration of justice, provide community safety, conduct objective investigations, supervise defendants or offenders, interact with collateral agencies, prepare reports and present recommendations to the Court. The officer hired will be assigned to supervise defendants/offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment; detect and investigate violations and implement appropriate alternatives and sanctions; conduct preliminary interviews and other investigations as required; and maintain a detailed written record of case activity.

**Representative Duties**

- Conduct investigations and prepare reports for the Court with recommendations. Interview offenders/defendants and their families and collect background data from various sources. Interpret and apply policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and U.S. Sentencing Guidelines, Monographs, and relevant case law, as applicable.
- Enforce court-ordered supervision conditions and implement supervision strategies. Maintain personal contact with defendants or offenders through office and community contacts to maximize adherence to imposed conditions, reduce risk of danger to the community, reduce risk of nonappearance, and to provide correctional treatment.
- Collect and conduct urinalysis tests of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Maintain detailed written records of case activity.
- Investigate employment, sources of income, life style, and associates to assess risk and compliance. Responsible for detection of substance abuse. Through assessment and counseling, implement the necessary treatment or violation proceedings. Refer defendants or offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.

- Analyze and respond to any objections to sentencing recommendations. This may include resolving disputed issues and presenting unresolved issues to the court for resolution.
- Assess risk level of defendants or offenders and develop a blend of strategies for controlling and correcting risk.
- Assure the protection of the constitutional rights of defendants through the statutory mandate to assess risk of nonappearance and danger to the community.
- Enforce pretrial and post-conviction supervision conditions through evidence based practices of effective supervision.
- Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and guideline applications. Serve as a resource to the court to facilitate proper imposition of release or sentence.
- Initiate contact with, reply to, and seek information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, U.S. Attorney's Office, and various law enforcement, correctional and social service agencies.
- Detect and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare well written, grammatically correct, objective reports for the court's consideration regarding pretrial, presentence, and/or post-conviction supervision issues.
- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to demonstrate sound ethics and mature, professional judgment as an objective, neutral officer of the court.

#### **Qualifications**

- Ability to organize and prioritize work schedule, and work independently with minimal supervision.
- Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.
- Ability to exercise impartiality and discretion with the defendant or offender population and their family/support system.
- Ability to routinely work non-traditional hours.
- Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes defendants, offenders, law enforcement and collateral agency personnel at different government levels, and community service providers.
- Excellent written and oral communication skills.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories and other similar information.
- Knowledge of and proficiency with current technology, computer databases, and computer applications in a Windows based environment.

#### **Preferred Qualifications**

- Knowledge of the roles and functions of federal probation and pretrial services and the legal requirements used in probation and pretrial services. Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities.
- An advanced degree in a related field of study is preferred.

## **Education**

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, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

## **Experience**

Minimum of one year of progressively responsible experience, gained *after* completion of a bachelor's degree, in such fields as probation, pretrial services, parole, or corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police officer, custodial or security officer, other than any criminal investigative experience, is not creditable.

Education Substitution: 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.

## **Medical 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 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 convicted of committing Federal offenses.

**Prior to appointment, the selectee considered for this position is required to undergo an extensive 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. Continued employment will be contingent on successful completion of the OPM investigation. In addition, the incumbent will be subject to ongoing random drug screening and updated background investigations every five years.

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

Because officers must effectively deal with physical attacks and are subject to moderate or 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 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 untreated hernia, cardiovascular disorders, serious deformities or disability of the extremities, mental health disorders, fainting and/or seizures, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

## **Maximum Entry Age**

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> 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.

## Benefits

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered 'at will' employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. These include:

- 10 paid Federal holidays
- Paid annual leave and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (TSP) – similar to a 401(k) plan, with employer matching contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental dental and vision benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Flexible benefit program for health care reimbursement and child care reimbursement
- Federal Employees Group Long Term Disability Program (FGLTD)
- Long term care insurance through the Federal Judiciary or the Office of Personnel Management

## Application Procedures

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Qualified applicants will be tested. Applicants must submit all of the following documents to be considered for this position. Non-submission of the required documentation or an incomplete packet will disqualify the applicant.

- 1) Cover letter
- 2) Resume
- 3) A completed *Application for Judicial Branch Federal Employment (AO-78)*. You may download this form at [www.ilcp.uscourts.gov/career-opportunities](http://www.ilcp.uscourts.gov/career-opportunities). Date of birth must be reported on the application form.
- 4) College transcripts.

Mail application packet to: U.S. Probation Office  
Vacancy: 2020-07  
210 U.S. Courthouse  
600 E. Monroe Street  
Springfield, IL 62701

Or send via email (**one pdf attachment please**) to [keely\\_sprague@ilcd.uscourts.gov](mailto:keely_sprague@ilcd.uscourts.gov).

Only qualified applicants will be considered for this position. Travel expenses to attend the interview will not be reimbursed. All information provided by the applicant is subject to verification. Due to the volume of applications expected to be received, the court will only communicate with those individuals invited for an interview. The U.S. Probation Office reserves the right to amend or withdraw this announcement with or without written notice to applicants and more than one vacancy may be filled from this announcement.

**The U.S. Probation Office for the Central District of Illinois is an equal opportunity employer.**