

**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF MISSISSIPPI
Vacancy Announcement 24-01(Extended)**



Position:	United States Probation Officer – <i>(open to current judiciary employees only)</i>
Location:	Oxford, Mississippi – <i>(more than one position may be filled from this vacancy announcement)</i>
Closing Date:	Open until filled but preference will be given to applications received by February 29, 2024
Salary:	Starting: CL27-\$58,030 with eventual CL28 potential \$69,551-\$113,078
Type of Appointment:	Full Time/Provisional to Permanent, pending a favorable suitability determination by the court.
Application Procedure:	Applicants should submit a Federal Judicial Branch Application for Employment Form AO78 which can be found at www.uscourts.gov , cover letter, and resume by email (.pdf format) to: hr_msnp@msnp.uscourts.gov . Include USPO 24-01(Extended) in subject line.

Representative Duties: Probation officers conduct investigations and supervise criminal defendants and convicted offenders. 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. Daily, 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.

Job Requirements: At least one-year experience in criminal investigation or supervision preferred. Broad knowledge of criminal justice system. Ability to evaluate and apply statutes and implement regulations. Good knowledge of investigative and supervision techniques. Knowledge or experience of how other judicial processes/procedures relate to his/her position. Skill in counseling offenders to obtain and maintain compliance to the conditions of their release. Skills in oral and written communication. Knowledge and skills in working with judges, attorneys, and other law enforcement agencies. Knowledge of community and potential community resources. Some travel required.

Required Education: Completion of a bachelor's degree from an accredited college or university is required. A master's degree or other advanced degree is preferred.

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 federal law enforcement officer experience under 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 federal law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Important Notice: Prior to appointment, the selectee considered for this position will undergo a background investigation, medical examination, and drug screening. Upon successful completion of the background investigation, 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, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, and may be subject to subsequent fitness-for-duty evaluation.

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

Benefits: The U.S. Probation Office falls within the Judicial Branch of the U. S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory electronic funds transfer for payment of net pay.

Candidates must be citizens of the United States of America or be eligible to work in the United States.

Application Information: Applicants must submit (1) A Federal Judicial Branch Application for Employment Form AO 78 which can be found at www.uscourts.gov, (2) a resume and (3) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. The documents may be sent via e-mail to hr_msnp@msnp.uscourts.gov. Please include "USPO 24-01(Extended)" in the subject line. E-mailed documents must be one document in PDF format. The position is open until filled.

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