

**UNITED STATES
PROBATION OFFICER AND
PROBATION OFFICER ASSISTANT**



DEFINITION

The probation officer, as an investigative sentencing specialist and supervision specialist, is responsible for providing meaningful assistance to the court in its deliberations and decisions concerning criminal offenders. And to insure public safety through the monitoring and supervision of offenders placed under supervision by the court, the U.S. Parole Commission and military authorities. A probation officer assistant performs similar functions in support of probation officers.

DUTIES

Conducts presentence investigations on defendants. The investigations include the offense, prior criminal record and personal and family data.

Compiles, analyzes, evaluates, and reports to the court information obtained during the presentence investigation. Identifies and develops appropriate sentencing and community alternatives. Formulates specific recommendations using comprehensive knowledge of all relevant laws, sentencing guidelines and post-sentence procedures.

Conducts investigations and prepares reports for the court, the U.S. Parole Commission and military authorities on offenders who have violated their supervision. This includes evaluations and specific recommendations.

Conducts investigations and completes evaluations on proposed release plans of offenders scheduled for release from imprisonment.

Enforces conditions imposed by the court, the U.S. Parole commissions and military authorities. Develops supervision and treatment plans that include identification of individual problems and community safety requirements, establishment of specific objectives and develops plans to meet those problems and objectives.

Supervises offenders, which often requires travel to remote rural areas, isolated reservations,

and/or tense inter-city neighborhoods. Implements supervision plans, provides counseling, and makes referrals to social agencies. Develops community resources. Maintains regular contact with offenders

Responds to concerns of families of inmates. Investigates furlough plans and supervises inmates while on furlough for the U.S. Bureau of Prison.

Cooperates with probation offices in other districts to complete investigations and supervise offenders.

QUALIFICATIONS

The minimum requirements for a probation officer include a bachelor's degree from an accredited college or university in fields of study such as criminal justice, criminology, psychology, sociology, human relations, business or public administration and two years of specialized experience.

First-time appointees must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees' Retirement System may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

SALARY

Starting salary in the Detroit metropolitan area is approximately \$49,923.00. The top salary for a line officer is about \$97,264.00. Salaries vary in different parts of the country due to "locality pay."

HOW TO APPLY

Applications are only accepted if a vacancy is posted. To apply, submit a cover letter, with announcement number included, resume and completed application form AO-78 to United States District Court, Eastern District of Michigan, The Theodore Levin United States Courthouse, 231 West Lafayette Blvd., Detroit, Michigan 48226, Attention: Human Resources, Room 848.

For further information about available positions go to: www.miep.uscourts.gov or telephone (313) 234-5400.

For other districts check the national website: www.uscourts.gov/careers.aspx