



**U.S. PROBATION/PRETRIAL SERVICES OFFICE
DISTRICT OF THE UNITED STATES VIRGIN ISLANDS
Vacancy Announcement
Career Opportunity Number: 2024-004**

U.S. Probation Officer Overview:

The United States Probation Office – District of the Virgin Islands is currently accepting applications for the position of U.S. Probation Officer in the St. Thomas /St. John Division.

The U.S. Probation Officer serves in a judiciary law enforcement position and assists in the administration of justice and promote community safety, gather information, supervise individuals under supervision, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court.

Please note: Current U.S. Probation Officers from other districts are welcome to apply. Transfers should email Chief Petroff after submitting their application packet.

HOW TO APPLY

To be considered for this “at will” position, applicants must submit the following in **one** PDF Document via email to usvprobationjobs@vip.uscourts.gov:

- A letter of interest which addresses your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, skills, and abilities of the position.
- Application for Judicial Branch Federal Employment (Form AO-78, which may be downloaded from www.uscourts.gov) (Note: Page 5 of form AO-78 must be completed and signed).
- A resume detailing all relevant experience, education, and skills.

Please enter “USPO 2024-004” in the email subject line. Submissions that do not include all the requested documents will not be considered.

POSITION: U.S. Probation Officer

LOCATION: St. Thomas, VI

POSTING DATE: December 12, 2024

CLOSING DATE: Open until filled, with preference given to applications received by December 27, 2024.

OPEN TO: New applicants to the Judiciary and current U.S. Probation and Pretrial Services Officers.

EMPLOYMENT TERMS: Full-time; Permanent.

CLASSIFICATION: CL 25 – CL 28

SALARY RANGE: \$47,966– \$113,078 plus Cost-of-Living Allowance currently set at 12.04% (Starting classification level and salary dependent upon experience and qualifications. Promotion potential is possible without further competition).

The U.S. Probation/Pretrial Services Office reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

Agency Contact Person

Kalene St Jean-Pierre
Administrative Services Technician
(340) 775-8064

Equal Opportunity Employer

Representative Duties:

- The probation officer gathers and verifies background information concerning persons charged with a federal criminal offense when they are arrested or summoned to the Court. Law enforcement automated criminal records systems are used to obtain and verify information. Evaluates information and prepares a report to the judge prior to the initial hearing. Assesses flight risk and danger to the community, and recommends bail and/or release, or detention of the defendant.
- Conducts investigations and prepares reports for the Court, with recommendations for sentencing individuals convicted of federal offenses. Interviews defendants and their families. Contacts law enforcement agencies, attorneys, victim(s) of the crime(s), and others as required for the accurate preparation and presentation of presentence reports. Interprets and applies U.S. Sentencing Commission guidelines and relevant case law. Submits presentence reports and sentencing recommendations to the Court.
- Supervises defendants that are released on pretrial supervision, probation, parole or supervised release. Responsible for detection of substance abuse through assessment and counseling. Refers offenders to appropriate outside agencies, such as medical and drug treatment facilities, employment, and training. Monitors and manages offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Officers are required to maintain a detailed written record of case activity.
- Perform other appropriate duties as assigned.

Qualifications and Experience:

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 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 work of the position, is required for all probation officer positions. Candidate must be computer literate.

Preferred Qualifications:

- Completion of an advanced degree from an accredited university is preferred. Additional preferred skills include: fluency in a second language (Spanish), proficiency in Microsoft Word; knowledge of evidence-based practices in community corrections.
- A successful candidate must demonstrate effective written and verbal communication skills, be of outstanding character, mature, responsible, poised, organized and meticulous. Must also possess tact, good judgement, initiative, and the ability to work with a variety of people with diverse backgrounds.

Conditions of Employment:

- Applicant must be a United States citizen or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States Probation Office for the District of the Virgin Islands are excepted service appointments. Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- Prior to appointment, the selectee considered for this position must 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, incumbent will be subject to an OPM background investigation and updated background investigations every five years, ongoing random drug screening and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.
- 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 Officer and [Officer Medical Requirements](#).
- U.S. Probation Officers participate as hazardous duty law enforcement officers under the Federal Employees Retirement System (FERS). The incumbent is subject to mandatory retirement at age 57 with 20 years of Federal law enforcement service.
- 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 with previous hazardous duty experience under the Civil Service Retirement System or the Federal Employees’ Retirement System and who may have had 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.
- The duties of probation officers require the investigation and management of convicted criminal offenders who present physical danger to officers and the public. Moderate to arduous physical exertion (including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety and use of self-defense tactics) is required in the supervision, treatment, and control of these offenders. On a regular basis, probation officers and officer assistants face unusual mental and physical stress inasmuch as they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing Federal offenses.

Benefits:

A generous benefits package is available to full-time permanent employees which includes:

- A minimum of 11 paid holidays;
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years;
- Paid sick leave in the amount of 13 days per year;

- Optional participation in choice of Federal Employees Health Benefits;
- Optional participation in Federal Employees Group Life Insurance;
- Optional participation in the Flexible Benefits Program;
- Optional participation in Long-Term Care Insurance;
- Retirement benefits in the Federal Employees Retirement System (FERS);
- Thrift Savings Plan;
- Eligible for private long term disability plan options;
- Employee Assistance Program (EAP)/Work Life Services;
- Workers' Compensation Program; and
- Employee Wellness Program.