



**U.S. PROBATION/PRETRIAL SERVICES OFFICE  
DISTRICT OF THE UNITED STATES VIRGIN ISLANDS  
Vacancy Announcement  
Career Opportunity Number: 2024-003**

**U.S. Probation Officer Assistant Overview:**

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

The U.S. Probation Officer Assistant will assist with the investigation and supervision of persons charged with and convicted of committing federal crimes by providing administrative and operational support for the U.S. Probation Officers. In addition, the incumbent will have the opportunity to learn about the criminal justice field, and federal probation and pretrial services functions in the U.S. district courts.

The appointment will be for one year and a day with a possibility of an extension or to become a permanent position. This is a full-time temporary position from which future positions may be filled.

**Applicants who previously applied under Vacancy Announcement 2024-001 will automatically be considered.**

**HOW TO APPLY**

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

- A cover letter 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](http://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 “USPOA 2024-003” in the email subject line. Submissions that do not include all the requested documents will not be considered.

Agency Contact Person:  
Kalene St Jean-Pierre  
Administrative Services Technician  
(340) 775-8064

**POSITION:** U.S. Probation Officer Assistant

**LOCATION:** St. Croix, VI

**POSTING DATE:** November 5, 2024

**CLOSING DATE:** Open until filled, with preference given to applications received by November 29, 2024.

**EMPLOYMENT TERMS:** Temporary; full-time; excepted service.

**CLASSIFICATION:** CL 23

**SALARY RANGE:** \$39,212– \$ 63,744 plus Cost-of-Living Allowance currently set at 12.04% (Starting classification level and salary dependent upon experience and qualifications. Promotion potential is possible within the salary range 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.

*Equal Opportunity Employer*

## **Representative Duties:**

- Under the guidance of a probation officer, supervise a low-risk caseload requiring contact by telephone, in the office, and in the field, with persons under supervision. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Assist probation officers with presentence investigations to include compiling criminal histories, and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provide officers with accurate and factual information to assist in their completion of probation reports.
- Under guidance from a probation officer, draft and submit selected reports. Observe and inform the probation officer/ supervisor of the criminogenic risk factors associated with persons under supervision. Assist in the development of community resources to meet those risks and needs.
- Under the guidance of a probation officer, respond to judicial officers' requests for information and occasionally testify in court (accompanied by a probation officer), regarding the basis for factual findings and, if applicable, guideline applications.
- Conduct collateral investigations; draft and submit collateral reports which may entail making telephone, office, and/or field contacts. Perform record keeping.
- Conduct preliminary interviews and other investigation as required.
- Interpret and apply complex rules, policies, and procedures while ensuring judicial and statutory requirements are being met.
- Collect and conduct urine tests on persons under supervision and maintain records associated with testing. Act as the primary tester for the probation office in-house drug testing program.
- Operate various criminal justice, law enforcement, and probation automated systems.
- Participate in ongoing training and development programs.
- Evenings and weekend work is required for the supervision activities and/or mission critical tasks. Some training and travel, including overnight stays, are required. Officers may be required to work more than 40 hours per week to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.
- Perform other appropriate duties as assigned.

## **Job Requirements (Knowledge, Skills, and Abilities):**

- Skill in conducting legal research relative to varied complex and difficult legal issues related to sentencing and supervision. Skill in dealing with violent and/or difficult people. Skill in counseling persons under supervision to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information

(such as background checks and criminal histories) within established time frames. Ability to discern deception and act accordingly.

- Skill in communicating (orally and in writing) and working with judges, attorneys, and other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, persons under supervision/defendants and their families/support systems, and others for the purpose of supervision and investigation.
- Skill in the use of automated equipment, including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.
- Travel may be required based on the needs of the organization.

### **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. Candidate must be computer literate.

#### **Preferred Qualifications:**

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

### **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 Assistant Medical Requirements](#).
- 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.

### **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.