



# VACANCY ANNOUNCEMENT

## UNITED STATES PROBATION OFFICE

Southern District of Iowa

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### TRANSFER OPPORTUNITY

<b>Position</b>	U.S. Probation Officer Post-Conviction Supervision Unit
<b>Posting</b>	24-01
<b>Date Opened</b>	February 16, 2024
<b>Closing Date</b>	March 29, 2024
<b>Location</b>	Des Moines Office
<b>Classification Level</b>	CPS Table DM 27/01 \$58,458 to 28/61 \$113,911

The Probation Office for the Southern District of Iowa is accepting applications for a U.S. Probation officer position from **current** federal probation officers or pretrial services officers who wish to transfer. The position will be stationed in the Des Moines office\*. Officers are eligible for telework or flexible schedules, in accordance with local policy.

The U.S. Probation Office for the Southern District of Iowa 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.

#### Position Overview

The U.S. Probation Officer, as an investigative, sentencing, and supervision professional, is responsible for providing meaningful assistance to the Court in its deliberations and decisions concerning defendants and persons under supervision while performing a range of duties and responsibilities, including but not limited to the following:

- Conducts investigations and prepares reports with recommendations for sentencing of individuals convicted of federal offenses to the Court. The preparation of these reports requires interviewing defendants and their families, investigating the offense, determining prior record, examining the financial status of defendants and persons under supervision, contacting law enforcement agencies, attorneys, victims, etc. Acts as an officer of the Court, reporting violations of supervision for appropriate action. Testifies in Court as to the basis for factual findings and guideline applications. Serves as a resource to the Court to facilitate the proper imposition of the sentence.
- Supervises persons under supervision to maximize adherence to Court-ordered conditions, reduce risk to the community, and to provide correctional treatment. Maintains personal contact with persons under supervision through office contacts, community contacts, and by telephone. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Responsible for detection of illicit drug use and implements the necessary treatment or violation proceedings. Serves as a referral source for employment, educational resources,

mental health and substance abuse treatment needs to ensure compliance with conditions of release and for the protection of the community.

### **Qualifications:**

The applicant must be a **current** U.S. Probation or Pretrial Services Officer in good standing. This includes consistent and high-quality job performance.

### **Miscellaneous**

U.S. Probation and Pretrial Services Officers transferring from another district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, he finds that an officer is unable to perform the essential job functions, as defined in the medical guidelines. The Chief U.S. Probation Officer may also examine the most recent reinvestigation report completed on behalf of the officer.

### **For Consideration**

Applicants should submit a cover letter, AO78 form, and most recent performance assessment. Email all documents as a single pdf to: [mindy\\_shepherd@iasd.uscourts.gov](mailto:mindy_shepherd@iasd.uscourts.gov).

Any inquiries regarding the posting or the application process, should be directed to Mindy Shepherd, Human Resources Manager, via e-mail.

The Southern District of Iowa U.S. Probation Office does not reimburse for expenses associated with interviews or relocation.

Applicants must possess a valid driver's license.

**The Southern District of Iowa is an Equal Employment Opportunity Employer**



\*The Probation Office is moving into a new courthouse in Spring 2024 as shown above.