

<b>Job Title</b>	Probation/Pretrial Services Officer	CL - 25
<b>Occupational Group*</b>	Professional Line	

### Job Summary

By statute, the Probation/Pretrial Services Officer serves in a judiciary law enforcement position and assists in the administration of justice. The incumbent promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The Probation/Pretrial Services Officer may guide the work of officer assistants and other staff. The incumbent performs duties that involve general pretrial services or probation cases, under the guidance of a Supervisory Officer.

### Representative Duties

- Under the guidance and direction of a Supervisory Officer, conduct investigations and prepare reports for the court with recommendations. Interview offenders/defendants and their families and collect background data from various sources. During process, interpret and apply policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and *U.S. Sentencing Guidelines*, Monographs, and relevant case law, as applicable.
- Under the guidance and direction of a Supervisory Officer, enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders, investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and refer to appropriate specialist.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officers' requests for information and advice. Testify in court as to the basis for factual findings and guideline applications, if warranted. Maintain detailed written records of case activity.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*.
- Under the guidance and direction of a Supervisory Probation Officer, review and resolve disputed issues involving defendants/offenders and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Provide offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Assist offenders/defendants toward integration into the job market.
- Communicate with other organizations and personnel (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Discuss violations with Supervisory Probation Officer. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.

### Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

#### Probation, Pretrial Services, and Law Enforcement

- General knowledge of the roles and functions of the federal probation and/or pretrial services offices. General knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations. General knowledge of federal

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<p>pretrial services, probation and parole policies and procedures. Knowledge of surrounding community and available community resources. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (i.e., National Crime Information Center). Knowledge of investigative and supervision techniques, including familiarity with resources available to verify offenders'/defendants' information. Knowledge of available OPPS defendant and offender workforce development resources.</p> <ul style="list-style-type: none"> <li>• Skill in reviewing and summarizing legal concepts and issues. Skill in reasoning and critical thinking. Skill in relating to other people. Ability to evaluate case information and offender/defendant circumstances. Ability to compile and summarize information (such as background checks and criminal histories) within established time-frames. Ability to follow safety procedures. Ability to organize, prioritize work schedule, work with limited supervision, and to exercise discretion. Ability to work under pressure of short deadlines.</li> </ul> <p><b>Judgment and Ethics</b></p> <ul style="list-style-type: none"> <li>• Knowledge of and compliance with the <i>Code of Conduct for Judicial Employees</i> and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.</li> </ul> <p><b>Written and Oral Communication/Interaction</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively (orally and in writing) to individuals and groups, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders/defendants. Ability to interview and gather information.</li> </ul> <p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>• 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. Ability to perform record checks, record urinalysis results, compile criminal history information, and similar activities subsequent to instructions.</li> </ul>
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<b>Factor 2 – Primary Job Focus and Scope</b>
<p>The primary focus of the job is to support more experienced probation/pretrial services officers in fulfilling the statutory requirements of conducting pretrial and pre-sentence investigations, supervising offenders/defendants, making recommendations to the court, evaluating needs and conditions of supervision, and maximizing compliance for the purpose of ensuring community safety. Errors by incumbents may have the ultimate consequence of affecting the outcome of a legal matter, thus Probation/Pretrial Services Officers rely on guidance and direction from the supervisory officer.</p>

<b>Factor 3 – Complexity and Decision Making</b>
<p>Aspects of both the investigative and supervision functions of probation work are time-consuming and complicated. Incumbents work within tight deadlines. Generally, procedures are established and well documented. Probation/Pretrial Services Officers exercise some discretion in carrying out assigned responsibilities. Incumbents make decisions based on their level of knowledge and experience, with more complicated matters or problems referred to the supervisor.</p>

<b>Factor 4A – Interactions with Judiciary Contacts</b>
<p>The primary judiciary contacts are other probation/pretrial services staff, judicial officers and their staff, and staff of other court units for the purpose of conducting investigations, and maintaining accurate and up-to-date information in case files.</p>

<b>Factor 4B – Interactions with External Contacts</b>
<p>The primary external contacts are offenders/defendants and their families, other government agencies,</p>

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U.S. Attorney's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offenders'/defendants' backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and performing similar activities.

**Factor 5 – Work Environment and Physical Demands**

Work is performed in an office setting as well as in the community. Work requires periodic contact with individuals who have known violent backgrounds. These contacts are made in both generally controlled office settings, as well as in uncontrolled or unsafe neighborhoods/environments during field supervision activities.

\*Occupational Group:

- Operational Court Support Positions = **O**
- Administrative Court Support Positions = **A**
- Professional Administrative Positions = **PA**
- Professional Line Positions = **PL**