



**United States Probation Office
District of Rhode Island
Two Exchange Terrace
Providence, RI 02903**

TRANSFER OPPORTUNITY

Position	United States Probation Officer- Presentence Investigator
Announcement #	23-03
Date Opened	December 1, 2023
Closing Date	Open until filled with priority given to applications received by December 22, 2023
Location	United States Probation Office, Two Exchange Terrace, Providence, Rhode Island
Classification/ Salary Range	CPS 28 \$74,524-\$121,152 based on current pay grade.
Position Summary	The United States Probation Office for the District of Rhode Island is accepting applications from current U.S. Probation Officers to join us in our Providence, RI office. This individual will conduct presentence investigations and prepare and present reports for the Court with recommendations for sentencing of individuals convicted of federal offenses.
Representative Duties	<ul style="list-style-type: none">• Conduct presentence investigations by interviewing individuals convicted of federal offenses and their families, investigating the offense, prior records, and financial status of the offender, and contact law enforcement agencies, attorneys, victims of the crimes, schools, etc.• Review pretrial supervision files.• Conduct home inspections.• Complete all reports in PACTS and ensure all statistical data is included.• Identifies individuals who may be suitable for District specialty courts.• Submit completed presentence reports to the Court in accordance with local rules and policies.• Interpret and apply appropriate statutes.• Calculate guideline and criminal history computations and identify the appropriate statutory and guideline sentencing options throughout the report.• Recommend sentences and provide justification for the sentence recommended.• Identify risks, needs, and barriers the defendant may have and recommend special conditions to assist in re-entry.• Present presentence reports and sentencing recommendations to the Court; respond to judicial officers' requests for information and advice; testify in Court as to the basis for factual findings and guideline applications; serve as a resource to the Court to facilitate proper imposition of sentence.• Arrange for interpreter services, as needed.• Conduct pretrial services investigations, as needed.• Other Probation Officer duties assigned by the Chief U.S. Probation Officer.

Qualifications**Minimum Qualifications:**

To qualify for this position, applicants must have completed at least one year as a U.S. Probation/Pretrial Officer and completed IPPT.

An applicant must have received a bachelor's degree from an accredited college or university and possess at least two years of specialized experience.

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

Preferred Qualifications:

These additional qualifications, skills and experience are preferred, but not required:

Experience as a Presentence Investigator.

Personal Characteristics

Ability to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and consistent.

Excellent oral and written communication skills.

Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, and concise manner.

Ability to balance the demands of varying workload responsibilities and deadlines.

The successful candidate will have unquestioned character, integrity, and reliability and have excellent judgment.

Must be able to manage multiple priorities, projects, and assignments with a positive attitude and outcome.

Age and Medical Requirements

Applicants must be a United States Citizen or eligible to work in the United States.

Because Probation Officers are covered under Law Enforcement Retirement provisions as defined in Title 5, United States Code, Chapters 83 and 84, applicants must be under the age of 37 when hired and must meet stringent physical requirements.

Incumbents will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Benefits

U.S. Probation Officers participate as hazardous duty law enforcement officers under the Federal Employees Retirement System (FERS). U.S. Probation employees are Judicial branch employees and work for the U.S. Courts. Employees of the U.S. Probation Office are "At Will Employees" and are required to adhere to a Code of Conduct for Judicial Employees. Employees are entitled to the accrual of 13 to 26 days of annual leave based on years of service, as well as 13 days of sick leave per year. There is optional enrollment in federal health insurance, group life insurance, long term care options, long-term disability insurance, flexible spending program (pre-tax flexible spending for health care and dependent care) and a tax deferred Thrift Savings Plan. There are 11 paid federal holidays per year. Creditable time in service in other federal agencies, or the military will be added to judiciary employment when computing employee benefits. This position is subject to mandatory electronic funds transfer (direct deposit) participation of salary payments.

Application Process Qualified applicants should submit the following to HR@rip.uscourts.gov:

- Letter of interest, which addresses qualifications, skills, education, and experience necessary to perform the duties of the Presentence Investigator.
- Detailed resume
- A completed Application for Judicial Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>); and
- Copies of your last two (2) performance evaluations.

Please note: Incomplete application packets may not be considered.

Selected applicants will be contacted for an interview. In addition to one or two professional interviews, final applicants may be required to demonstrate analytical and writing skills through written exercises. The Court is not authorized to reimburse travel expenses in connection with an interview, nor pay for any relocation expenses. The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. More than one position may be filled via this announcement. If subsequent vacancies of the same position become available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select additional candidates from the original qualified applicant pool.

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

THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER