

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF ALABAMA
U.S. PROBATION OFFICE**

Marc V. Seibert
Chief U.S. Probation Officer



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**Vacancy Announcement # 25-02
PROBATION OFFICER (CL 23 - 28)**

Opening Date: February 10, 2025
Closing Date: Open until filled
Salary Range: CL 23 – CL 28 (\$46,621- \$115,213) commensurate with experience

Position Overview: The U. S. Probation Office, Mobile, Alabama, is seeking qualified applicants who are self-motivated with excellent interpersonal skills and a strong work ethic for a full-time probation officer position.

Representative Duties:

- Develop and maintain a broad knowledge of and commitment to the Probation Office Mission, policies, function, and procedures.
- Conduct investigations and prepare reports for the Court, with recommendations for sentencing of individuals convicted of federal offenses, to include interviewing offenders and their families, and investigating the offense. Visit various law enforcement agencies, police departments, and local agencies to collect and record information for both presentence reports and collateral investigations.
- Present presentence reports and sentencing recommendations to the Court. Respond to judicial officer's request for information and advice. Testify in court as to factual findings and guideline applications.
- Supervise offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment, by utilizing Evidence Based Practices (EBP).
- Maintain personal contact with offenders through office and community visits and by telephone. Investigate employment, sources of income, lifestyle and associates, to assess risk and compliance. Responsible for detection of substance abuse.
- Complete investigative reports, conduct preliminary interviews, and other investigations.
- Comply with established training and safety standards for carrying of firearms, upon approval of the Chief U. S. Probation Officer.
- Compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements, and consistently demonstrate sound ethics and judgment.
- Perform other appropriate duties as assigned.

Qualifications: A successful candidate must be a graduate of an accredited college or university, with a bachelor's degree in Criminal Justice or a related field, and must have experience relating to the functions of this position. The incumbent must also demonstrate effective verbal and written communication skills. Computer skills and the ability to type proficiently are required. An advanced degree is preferred. The candidate must also possess the ability to complete multiple projects_simultaneously with limited supervision, work under pressure, and to learn diverse procedures and criminal rules.

Law Enforcement Officer Conditions of Employment: Probation and pretrial services officer and assistants may not have reached their 37th birthday at the time of appointment. The selected candidate must pass a medical exam and drug screen prior to appointment. The selected candidate will be subject to random drug screening, and updated background investigations every five years.

Application Procedures: Qualified applicants should submit a letter of interest, resume, copy of your most recent performance evaluation and AO-78 as a **single** pdf document to: cheryl_watkins@alisp.uscourts.gov

Note: (Applicants are required to complete the Optional Background Information section on page 5 of the application Form AO-78).

Only those applicants considered for interview will receive further notification in writing. Testing, interview-related travel expenses, and any relocation expenses must be paid by the applicant.

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable period of time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER