



***U.S. Probation and Pretrial Services Office
for the
Western District of Pennsylvania***



Vacancy # 17-08

Special Offender Specialist

Opening Date: 10/02/2017

Closing Date: Until filled (Preference given to applications received by 10/23/2017)

Location: Pittsburgh, PA

Salary: CL 29 / \$70,311 - \$114,296 – Table PIT

Based on qualifications and experience

Probation and Pretrial Services Office:

The Probation Office for the United States District Court for the Western District of Pennsylvania provides services to 9 U.S. District Judges and 6 U.S. Magistrate Judges. This vacancy is at the headquarters location in Pittsburgh. The Probation Office headquarters is located in the U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA 15219. There are two branch offices (Erie and Johnstown). By statute, the probation/pretrial services officer serves in a judiciary law enforcement position and assists in the administration of justice and promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The Special Offender Specialist performs duties that involve both general cases and specialized cases involving offenders/defendants with high-risk issues, such as mental health treatment, substance and/or alcohol abuse, sex offenses, computer-related crimes, and financial (white collar) crimes or have location monitoring conditions. Intensive supervision is often required for high-risk offenders/defendants. Probation and pretrial services officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff.

Representative Duties:

- Perform investigative and supervision responsibilities for offenders/defendants in both general and high-risk/specialized cases which include offenders/defendants involved in cyber-crimes. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/defendants and their families and collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include *U.S. Sentencing Guidelines*, Monographs, and relevant case law in the area of specialization.
- Track developments in the law and update staff and the court as appropriate. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants/offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- 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 officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- 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*. Responsible for enforcement of home confinement conditions ordered by the court.
- Communicate with other organizations and persons (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. 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.
- Locate, provide and schedule suitable contract and non-contract services to maximize effectiveness of treatment or services for high-risk offenders/defendants while following established procedures and protocols. Maintain paper and computerized records of results and progress. Respond to judicial officer's request for information and advice. Serve as a resource and expert in high risk issues to staff, line officers, and the court. Maintain detailed records of case activity. Conduct surveillance and/or search and seizure at the direction of the court.
- Apply principles of good supervision by ensuring resources are effectively utilized for those high-risk offenders/defendants that need them most in order to achieve desired outcomes. Follow a balanced supervision plan that is individualized, proportional, purposeful, multi-dimensional, proactive in implementation, and responsive to changes.

- Participate in on-going training and education opportunities to further develop and/or enhance knowledge, techniques, tools, and skills relating to the investigation, supervision, and treatment practices of high-risk offenders/defendants.
- Guide, advise, train, and make recommendations to other officers, the court and other individuals regarding treatment issues, monitoring, and course of action. Perform investigative and supervision responsibilities for offenders/defendants with high risk situations or needs. Assist in developing policies and proposals to provide needed services. Train new officers on identification and treatment of offenders/defendants with high risk issues.
- Perform administrative duties regarding mental health treatment, substance abuse, location monitoring, sex offenses, computer-related crimes, financial, and other high risk issues. Guide the work of staff providing administrative and technical assistance to officers.
- Monitor all district electronic monitoring cases for policy and court ordered compliance. Recommend policies and procedures for the district as to EMON cases, including training practices, managing and assigning caseloads, establishing backups and coverage, alert response protocol, identifying appropriate defendant/offenders, etc. Supervise a specialized EMON caseload and monitor compliance with applicable program directives and requirements.
- Act as liaison with EMON vendors who provide the equipment and monitoring service for the district and its officers. Order and maintain equipment and inventory. Verify billing information and payments to vendors and notify officers of offenders who are not in compliance with self-pay. Provide annual officer training for EMON initiation, set-up, district policies/protocols, and monitoring.
- Identify and evaluate district needs for specialized programs, develop proposals for the chief probation officer's approval to provide specialized services, and develop and implement approved specialized services programs.
- Determine and evaluate available resources and assist officers in utilization of specialized programs. Prepare program procedures in written form to ensure overall understanding and consistency within the district.
- Provide consultation to judges and attorneys concerning specialized service programs and perform investigative and supervision responsibilities for offenders/defendants with special needs. Serve as liaison in specialized areas to other court units and the public.

Qualifications and Experience:

- To qualify for this Specialist position, the candidate must have three years of specialized experience, which is progressively responsible experience in the field of post-conviction and pretrial supervision, including at least one year as a CL28 probation/pretrial officer in the U.S. Courts. **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/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.**

Benefits:

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, optional long term care and long term disability, optional vision, optional dental, annual/sick leave, federal holidays and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

How to Apply:

Applicants who meet the qualifications *must* submit a cover letter, a resume and an *Application for Judicial Employment (AO78)*, found at <http://www.pawp.uscourts.gov/careers/> under the Careers and Internships section. Submit in PDF or Word format, and please reference position #17-08. Failure to follow these instructions will result in disqualification. Applicants invited to interview will be asked to provide their past two performance evaluations.

Disclosures:

- Applicants must be United States Citizens or eligible to work in the United States.
- U.S. Probation reserves the right to modify the conditions of this job announcement or withdraw the announcement.
- Reimbursement for travel and expenses is not authorized.
- A driver's license is required to conduct work. A valid driver's license is required.
- This office may contact references on top candidates and may contact former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- This Court is an Equal Opportunity Employer.
- No phone calls please.