

***Notice of Career Opportunity
U.S. Probation and Pretrial Services
Western District of Pennsylvania***



Position Title: U.S. Probation Officer Special Offender Specialist
Vacancy Number: 21-08
Opening Date: March 25, 2021
Closing Date: Open Until Filled
Duty Station: Pittsburgh, PA
Salary Range: CL 29 (\$75,886 – \$123,383) PIT
Based on qualifications and experience

First consideration given to applications received by April 9, 2021 at 5 p.m. EST.

Probation and Pretrial Services Office

The Western District of Pennsylvania's jurisdiction encompasses the 25 western counties of Pennsylvania. The U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania provides services to the Court, the community, and people under supervision. The probation office has over 70 employees including probation officers and administrative support positions. The Probation Office headquarters is located within the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA, and divisional offices are located in Erie and Johnstown.

Mission Statement

We believe everyone can experience meaningful change and personal growth. In our service to the Court and to the public, we use best practices to promote positive outcomes and create safer communities.

About the Position

The Pretrial Services and Probation Officer specialist may be assigned duties and cases in any general and/or specialized area, or any combination of specialized cases. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff. **Initially this position will be assigned primarily cases and duties related to reentry.**

Representative Duties

- Conduct investigations and prepare reports for the Court to assist with its detention and sentencing decisions.
- Provide accurate, thorough, and objective information along with best judgement to the Court for the issuance of individualized, fair and equitable court orders.
- Monitor a person's compliance with the conditions of supervision and report to the Court allegations of non-compliance.
- Interact with defendants and people under supervision with the values of affirmation, non-judgmental attitude, openness, empathy and respect.

- Assess and identify general risk, risk to do harm, needs, strengths, and level of motivation, for defendants and people under supervision.
- Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary course of action, through monitoring, restrictions and interventions.
- Develop collaborative strategies/interventions to foster lawful self-management.
- 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 people under supervision.
- 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 people under supervision with high risk situations or needs. Assist in developing policies and proposals to provide needed services.
- Assist in new officer in-district training. Guide the work of staff providing administrative and technical assistance to officers.
- 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.
- May be asked to perform other duties as assigned by the Assistant Deputy Chief, Deputy Chief, and Chief Probation Officer.
- Travel to other locations within the district may be required at times with little to no advance notice.

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 all qualifications must submit the following items in PDF format online at:
<https://www.pawp.uscourts.gov/careers>

Please reference position #21-08

- Letter of interest detailing your knowledge, skills and ability related to reentry, as well as your ideas for a successful reentry program in an evidence-based environment;
- Detailed resume including education, previous employment, and salary history;
- Your two most recent performance evaluations; and
- Application for Judicial Employment (AO78) available on our website

Application forms are available on the Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania website at <https://www.pawp.uscourts.gov/careers> fillable format. Please type or print all information and sign and date forms where indicated. Incomplete packets will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

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, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.
- Qualified applicants selected may be administered a written test.
- Only the most qualified persons will be invited to a personal interview.
- Reimbursement for travel and expenses is not authorized.
- A valid driver's license is required.
- The announcement may result in one or more selectees.
- This office may contact references and former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- This Court is an Equal Opportunity Employer