



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



<b>Position Title:</b>	U.S. Probation Officer Special Offender Specialist
<b>Vacancy Number:</b>	24-08
<b>Opening Date:</b>	April 26, 2024
<b>Closing Date:</b>	May 17, 2024 at 11:59 PM EDT
<b>Duty Station:</b>	Erie, PA
<b>Appointment Type:</b>	Permanent
<b>Salary Range:</b>	<b>Erie, PA</b> CL 29 (\$82,718 starting – \$134,446 ending) Table RUS

\*Salary range is dependent upon experience, qualifications, and current compensation.  
Salary matching not guaranteed.

\*Transfers will be considered with the potential for a match to current classification level. Transfer applicants are encouraged to discuss their interest with their current chief and supervisor.

The U.S. Probation Officer for the Western District of Pennsylvania is accepting internal and external applications for U.S. Probation Officer position. The position will be located in Erie, PA office.

### **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 U.S. Probation Office has over 80 employees including probation officers and administrative support staff. The U.S. Probation Office headquarters is located within the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA, with divisional offices 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 Special Offender Specialist performs duties that involve both general cases and specialized cases. This caseload may involve supervision of mental health cases, substance abuse, sex offender, financial crimes, and location monitoring or any combination of these types 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 sex offender cases.**

## **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.

## **Mandatory Qualifications**

### **Minimum Required Education** –

- 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 CL 28 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 officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.**

## **Selective Factors** –

- Ability to deal with violent and or difficult offenders. Knowledge of counseling offenders/ defendants to maintain compliance to conditions of their release;
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.
- Ability to exercise impartiality and discretion with people under supervision and their family/support system.
- Must possess knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.

## **Preferred Qualifications/Court Preferred Skills**

- A Master's degree in the field of psychology, social work, sociology, or any of the behavioral sciences is preferred.
- Knowledge of national policy related to sex offender management.

## **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 #24-08

- Letter of interest which includes details of your knowledge and experience with sex offender supervision as well as ideas for ongoing improvement in sex offender management in an evidence-based environment.
- Detailed resume including education, previous employment, and salary history
- Your two most recent performance evaluations
- Application for Judicial Employment (AO78)

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> in a fillable format. Please type or print all information, 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