

U.S. PROBATION AND PRETRIAL SERVICES OFFICE EASTERN DISTRICT OF VIRGINIA VACANCY ANNOUNCEMENT

23-P0010A- Senior U.S. Probation Officer

OUR MISSION

The United States Probation Office for the Eastern District of Virginia is committed to protecting the community, promoting positive long-term change, treating all individuals with dignity and respect through communication, courage, and commitment and assisting the court in the fair administration of justice.

Recruitment Statement

The U.S. Probation Office of the Eastern District of Virginia has an unwavering commitment to recruit, maintain and retain a diverse workforce with the aim that every one of our people has a full sense of belonging within our organization. It is our belief that a diverse workforce and an inclusive environment will help us better serve our communities and carry out our mission.

Position: Senior U.S. Probation Officer – Special Offender Specialist

Location: Alexandria, Virginia

Salary Range: CL29, Step 1 \$89,598 - Step 61 \$145,641

Position Information: Full-time/Permanent/Open to current federal probation officers only

Opening date: Immediately

Closing date: August 29, 2023.

Summary: The Eastern District of Virginia is hiring for a **Special Offender Specialist** vacancy in their Alexandria division. The primary assignment of the Specialist will be supervising sex offenders; however, Specialists may assist in the investigation and supervision of multiple types of high-risk offenders and cases including, but not limited to mental health cases, cases with significant substance abuse history, intensive supervision, financial cases and more.

The Special Offender Specialist manages a caseload that includes a significant proportion of offenders/defendants of a specialized type and serves as a local expert on cases of this type. The Special Offender Specialist performs duties that involve high-risk issues related specifically to sex offenders and/or mental health cases. Intensive supervision is often required for high-risk offenders/defendants. Special Offender Specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders.



REPRESENTATIVES DUTIES

Perform investigative and supervision responsibilities for offenders/defendants in both general cases and specialized cases which include offenders/defendants who are identified as being sex offenders and/or mental health cases. Conduct investigations, prepare reports, and make recommendations for the Court in general, high-risk, and/or specialized cases.

Serve as a resource and expert to the Court, line officers, and staff in high-risk, specialized cases. Guide, advise, train, and make recommendations to other officers, the Court, and other individuals in cases involving sex offenders and/or offenders/defendants with mental health issues. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants in sex offender and/or mental health cases.

Participate in on-going training and educational opportunities to further develop and/or enhance knowledge, techniques, tools, and skills relating to investigation, supervision, and treatment practices of high-risk offenders/defendants. Provide management and staff with ongoing updates related to changes with this offender/defendant population and with procedural matters related to aftercare.

Track developments in the law and update staff and the Court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with offenders/defendants 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.

Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk. Review of material and information that is sexual in nature, and that may include abuse of children and others.

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 treatment, alternatives, and/or sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare reports of violation matters and make recommendations for disposition.

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 officers' requests 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.

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. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Maintain detailed written records of case activity.

Utilize computer forensic, hardware, and software tools to investigate and supervise offenders/defendants involved in computer sex offenses. Supervise offenders subject to Internet monitoring program, including installation of software, troubleshooting computer issues, coordinating offender payments, and monitoring offender Internet use.

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.

Knowledge of Search & Seizure Policy along with the Chain of Custody Policy/Procedures.

The United States Probation and Pretrial Services Office is an Equal Opportunity Employer



REQUIRED COMPETENCIES

Knowledge of resources, policies, procedures, and protocols in managing cases involving high-risk and/or specialized cases. Skill in supervising offenders/defendants with specialized needs/situations. Ability to provide guidance to line officers, the court, and other agencies regarding area of specialization.

Knowledge of U.S. Sentencing Guidelines and related appellate case law. Knowledge of current research, programs, and practices regarding location monitoring and managing a specialized location monitoring caseload. Skill in training officers throughout the district in location monitoring practices. Skill in supervising offenders/defendants with specialized needs/situations. Ability to provide guidance to other officers, the court, and other agencies regarding

location monitoring practices.

Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal probation and pretrial services in the area of specialization, and parole policies and procedures. Knowledge of surrounding community and available community resources.

Knowledge of sentencing guidelines, statutes, Federal Rules of Criminal Procedure, and applicable case law. Ability to apply changes in the law as appropriate. Knowledge of techniques in supervising offenders/defendants who are high-risk or have specialized needs. Skill in supervising offenders/defendants with specialized needs, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Ability to compile and summarize information (such as background checks and criminal histories) within established time frames. Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.

Ability to view materials that have pornographic content and that may involve the abuse of children. Ability to discuss and review the sexual histories of cases.

QUALIFICATIONS

To qualify for the CL 29, the incumbent must have 3 years of specialized experience, and their experience must include 1 year as a CL 28 Probation Officer. If the experience at the CL 28 level is less than 1 year, the incumbent must remain at that same level until the 1-year requirement is met.

Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction, probation, or pretrial programs.

APPLICATION PROCESS

Qualified candidates may submit their letter of interest addressing their qualifications for this position and resumé addressed to Chief Probation Officer Paul T. Arnett, with copies to Assistant Deputy Chief William D. Andrews Jr., your supervisor and Human Resources Officer Danae Holmes Rodriguez.

Please type the announcement number in the subject line(#23-P010A.) Applications must be received on or before August 29, 2023.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. The U. S. Probation Office will not pay for any relocation or interview expenses.