

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

25-P008N- 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: Newport News/Norfolk, Virginia

Salary Range: CL29, Step 1 \$85,537 - Step 61 \$139,068

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

Opening date: Immediately

Closing date: Open until Filled

Summary: The Eastern District of Virginia is hiring for a Special Offender Specialist vacancy in their Newport News/Norfolk division. The primary assignments of the Specialist will be Special Offender supervision. Specialists may assist in investigation and supervision techniques related to multiple types of high-risk offenders and cases including, but not limited to sex offenders, 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 is responsible for matters relating to the effective supervision of probation or pretrial services who require location monitoring and supervise offenders/defendants that involve high-risk issues. The incumbent serves as the local authority on matters relating to special offender populations and provides officer training. 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 and high-risk/specialized cases. 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 their specialization.

Serve as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding issues relating to the area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with high-risk and/or specialized needs.

Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization.

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.

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 location monitoring conditions ordered by the court, and in some cases may perform location monitoring reintegration on behalf of the Bureau of Prisons.

Provide management and staff with ongoing updates related to changes with this offender/defendant population. Schedule and conduct drug use detection tests of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.

The incumbent will receive training and may, at any time, perform 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. Other duties, as assigned and necessary to carry out the Court's mission.

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.

QUALIFICATIONS

To qualify for the CL 29, the incumbent must have 3 years of specialized experience, including at least 1 year of experience as a Probation/Pretrial Services Officer in the U.S. Courts.

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 Probation Officer Brent Keith, your supervisor (if EDVA employee) and Human Resources Officer Danae Holmes Rodriguez.

Please type the announcement number in the subject line (25-P008N). Applications received on or before July 11, 2025, will be given first consideration.

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.

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