

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

25-P009A- Special Offender Specialist

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: Special Offender Specialist

Location: Alexandria, Virginia

Salary Range: CL29, Step 1 \$96,438 - Step 61 \$156,792

Position Information: Full-time/Permanent/Open to current federal probation officers/2 positions

Opening date: Immediately

Closing date: August 11, 2025

Summary: The Eastern District of Virginia is hiring for two Special Offender Specialist vacancies in their Alexandria division. The primary assignments of the (1) Specialist will be Safety and Location Monitoring. The incumbent acts as resident authority for the Alexandria division in the area of safety and will be part of the District Safety Committee. The primary assignment of the (2) Specialist will be supervising clients with mental health and/or significant substance abuse issues. 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 supervises offenders/defendants that involve high-risk issues.



REPRESENTATIVES DUTIES

Both: 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.

- **Specialist 1 – Safety & Location Monitoring**

Assesses and identifies officer and staff safety program needs; develops proposals and implements approved procedures and training in collaboration with management. Oversees divisional safety measures and programs (e.g., evacuation protocols, hazardous incident response, CISM, First Responder coordination, office security).

Conducts and facilitates safety training (NLTA, firearms, Cap-Stun certification, scenario-based tactics) and orientations for new employees. Maintains and updates the District safety database with the Training Specialist; coordinates general safety meetings and distributes updates and safety alerts.

Tracks safety equipment inventory (Cap-Stun, safety vests, ammunition), projects future needs, and maintains accountability records. Serves as divisional safety liaison to court units and the public, and ensures consistency across divisional Safety Specialists. Recommends district-wide policies for location monitoring cases (including alert protocols, backup training, and coverage plans). Monitors assigned location monitoring caseloads to ensure compliance with program directives and court orders.

- **Specialist 2 – Treatment & Mental Health Supervision Specialist**

Assists in developing policies and proposals to enhance service delivery for high-risk and specialized offender/defendant populations. Trains officers to identify and manage cases involving mental health issues, substance abuse, violent behavior, and sex offenses; supports effective case planning. Assesses and monitors cases involving domestic violence, substance use, and mental health, initiating treatment referrals or violation procedures as needed. Designs tools and techniques to strengthen supervision of substance abuse cases and other treatment-sensitive populations. Resolves disputes involving defendants/offenders; escalates unresolved matters to the court for resolution. Performs administrative functions for mental health, substance abuse, location monitoring, sex offenses, cybercrime, financial crime, and other high-risk areas. Provides guidance and oversight to staff assisting officers with administrative and technical support.

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



areas 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, and their experience must include 1 year as an U.S. Probation Officer.

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 Brent D. Keith, your supervisor (if EDVA employee) and Director of Human Resources Danae Holmes Rodriguez. Out of district interest may direct their application to: Danae_HolmesRodriguez@vaed.uscourts.gov

Please type the announcement number in the subject line(#25-P009A) and preferred position (Safety/Treatment). Applications must be received by August 11, 2025 for 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