

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

26-P003N- 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:** Norfolk, Virginia

**Salary Range:** CL29, Step 1 \$86,407 - Step 61 \$140,437

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

**Opening date:** March 3<sup>rd</sup>, 2026

**Closing date:** March 17<sup>th</sup>, 2026

**Summary:** The Eastern District of Virginia is hiring for a **Special Offender Specialist** vacancy in their Norfolk division. The primary assignments of the Specialist will be supervising a Special Offender caseload (multiple types of high-risk offenders and defendants/offenders placed on Location Monitoring.)



## **REPRESENTATIVE 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. Recommends district-wide policies for location monitoring cases (including alert protocols, backup training, and coverage plans). Monitors assigned location monitoring caseload to ensure compliance with program directives and court orders.

Serve as a resource and expert to the court, line officers, and staff in screening and classification of offenders, Bureau of Prisons and Residential Reentry Center pre-release and re-entry cases, and offender workforce development. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants requiring intensive supervision 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 areas of specialization. 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 static risk, as well as acute and stable dynamic risk, and develop a blend of risk management strategies for controlling and addressing risk. Regularly provide reports, proposals, and recommendations for updates or amendments to conditions of supervision for this special offender population.

Serve as a resource and expert to the court, line officers, and staff in all areas related to location monitoring. Perform functions related to the managing of LM equipment inventory, installation of offenders/defendants on LM equipment, monitor tracks and respond to alerts and issues of noncompliance as required by policy. Perform functions related to remote alcohol testing as needed.

## **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.

## 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 Human Resources Manager Michelle Walker. All applicants must submit their application to: [VAEP\\_Jobs@vaep.uscourts.gov](mailto:VAEP_Jobs@vaep.uscourts.gov).

**Please type the announcement number in the subject line (#26-P003N) and preferred position (Special Offender Specialist). Applications must be received by March 17<sup>th</sup>, 2026, 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**