

**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF WEST VIRGINIA**

EMPLOYMENT OPPORTUNITY

Position:	Intensive Supervision Specialist	Announcement #:	17-PO-04
Appointment Type:	Full-time; permanent		
Location:	Charleston, WV		
Starting Salary:	CL-29 (\$67,537 – \$109,801 per year) <i>Starting CL/salary is based on education, experience and qualifications.</i>		
Opening Date:	December 1, 2016		
Closing Date:	Open until filled. Applications received by December 12, 2016 receive first consideration.		
Open To:	All qualified applicants		

Job Summary

This position reports to a Supervisory Probation Officer of the Supervision Unit. By statute probation officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officer specialists manage a caseload that includes a significant proportion of offenders/defendants of a specialized type (i.e. sex-offender, mental health, violent history, high risk, etc.), and serve as local experts on cases of this type. The incumbent is responsible for matters relating to the effective supervision of offenders/defendants and/or parolees who require intensive supervision. Intensive supervision specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Intensive supervision specialists may guide the work of probation officer assistants and other staff.

Representative Duties:

- Perform investigative and supervision responsibilities for offenders/defendants in both general cases and specialized cases which include offenders/defendants who are identified as having intensive supervision concerns and needs. 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 the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in the area of 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 area of specialization. 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 defendants and offenders 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 districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- 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.
- Regularly provide reports, proposals, and recommendations for updates or amendments to conditions of supervision for this special offender population.
- Determine and evaluate, on an ongoing basis, the available resources throughout the district in regards to intensive supervision matters. Provide management and staff with ongoing updates related to changes with the intensive supervision offender/defendant population, and with procedural matters related to intensive supervision.
- 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 alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.
- 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.
- Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Participate in the administrative planning of specialized caseloads. Provide advice, consultation, program vision and direction, and make proposals to the management team.

Qualifications:

Three years of specialized experience, including at least one year as a CL-28 probation/pretrial services officer in the U. S. Courts is required.

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, custodial, or security officer, other than any criminal investigative experience, is not creditable.

In addition, applicants must:

- have extensive knowledge in supervision of offenders/defendants;
- have the ability to assume and delegate responsibility, inspire confidence, secure cooperation, embrace diversity, exercise sound judgment, flexibility, understand the importance of delivering high quality customer service, and serve as a member of a team; and
- demonstrate leadership by showing initiative to engage in project management and establish programs which help to achieve the organization's mission and vision.

Physical Requirements and Maximum Entry Age:

The duties of probation officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may be disqualifying.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Special Requirements for Probation Officers:

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and

drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination of a complete OPM background investigation. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial service officers, and officer assistants are available for public review at <http://www.uscourts.gov/>.

Employee Benefits:

Probation officers are covered by the Court Personnel System and are entitled to benefits that include mandatory participation in the Federal Employees' Retirement System and Social Security, voluntary participation in Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave annually, accrual of 13 days of sick leave annually, a long term care program, periodic salary increases, and 10 paid holidays per year.

Information for Applicants:

The United States Probation Office is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request.

Application Process:

Submit a cover letter and résumé to the email address below. To receive first consideration application materials must be received by the close of business **December 12, 2016**. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

U.S. Probation Office – Southern District of West Virginia

Attention: Vacancy # 17-PO-04

Email: Korin_Parsons@wvsd.uscourts.gov

The United States Probation Office is an equal opportunity employer and values diversity in the work place.

The U. S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.
