



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	U.S. Probation Officer Specialist Court Services Specialist
ANNOUNCEMENT:	15-05
DUTY STATION:	Ft. Worth
OPEN DATE:	04/30/2015
CLOSING DATE:	05/21/2015
EFFECTIVE:	06/26/2015
STARTING SALARY:	CL - 29 (Pay Table 56) \$70,562 - \$114,727

DISTRICT MISSION STATEMENT

We value each individual and their potential to change. As effective agents of that change, we provide excellent service to our clients and the courts, creating a safer community through the fair administration of justice. Our guiding principles are: Dedication, Empowerment, Idealism, and Integrity.

DISTRICT SUMMARY

The Northern District of Texas is a learning organization which encourages all staff to use their strengths to explore opportunities for meaningful personal, professional, and organizational growth. We expect and support team members to continue developing throughout their careers. We recognize that individuals have varying talents and passions, and we seek to match roles, responsibilities, and opportunities to individual strengths, while still meeting the mission of the organization. We believe that leadership is a shared responsibility of all team members and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

This district is geographically one of the largest in the United States. We serve a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexican border. Our headquarters office is located in Dallas in the Earle Cabell Federal Building. We also have offices located in the federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock and Amarillo. In the Dallas/Fort Worth metroplex area, we have one additional office located in Arlington, TX.

POSITION OVERVIEW

This position will serve as a liaison between court services (pretrial and presentence) and post-conviction supervision units in the Ft. Worth office. The incumbent will have the opportunity to attend trainings that will enhance their knowledge as a court services specialist and train and mentor fellow probation officers. The incumbent will write reports to the Court, including presentence investigation reports and pretrial services reports, as needed. The incumbent will serve as an expert in sentencing guidelines for our Ft. Worth office, and will support the Supervisor in the Court discipline, including potential review of presentence and bond reports. The incumbent should have excellent writing skills and have or be able to quickly develop a strong understanding of pretrial and guideline sentencing issues. The incumbent will be required to travel to other divisional offices and destinations for work related reasons; travel may require overnight stays. The incumbent must have the ability and availability to work during evening hours as needed. The incumbent must have access to a car for travel when a government car is not available, and be legally authorized to drive. This position will report to a Supervising U.S. Probation Officer.

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Job responsibilities include, but are not limited to:

- Conducting pretrial services and presentence investigations, and preparing reports for the court
- Interpreting and applying policies and procedures, statutes, Federal Rules of Criminal Procedures, U.S. Sentencing Guidelines, Monographs and relevant case law
- Tracking developments in the law and providing updates to staff and the court
- Responding to judicial officer's request for information and advice. Testifying in court as to the basis for factual findings, pretrial policies and practices and guideline applications. Serving as a resource to the court
- Participating in ongoing training and education opportunities to further develop and/or enhance techniques and skills relating to investigation practices
- Guiding, advising, training, and making recommendations to other officers, the court, and other individuals regarding Pretrial reports and U.S. Sentencing Guidelines
- Performing administrative duties regarding area of specialty

CLASSIFICATION REQUIREMENTS

To qualify for the grade of this position, an individual must:

- Have at least one year as a CL 28 probation/pretrial services officer in the U.S. Courts

MINIMUM POSITION REQUIREMENTS

Applicants must possess a thorough knowledge of national and statutory policies, procedures, and administrative practices specific to pretrial services and the application of federal sentencing guidelines.

To qualify for this position the applicant must have demonstrated the ability to:

- Understand and apply evidence- based pretrial practices
- Understand and apply federal sentencing guidelines
- Build and maintain effective work relationships with peers, vendors, and management
- Contribute to a positive work environment
- Communicate effectively verbally and in writing
- Think analytically
- Use creativity and innovation in problem solving and implementation of solutions
- Manage time effectively
- Work well under pressure
- Adapt to and effectively use available technology

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HOW TO APPLY

Please refer to our local policy, "Promotion Criteria," located at - <http://www.txnp.circ5.dcn/index.php> for detailed instructions. Go to, Policies and Procedures, Option 3- Search Policies and Procedures, and then enter "Promotion Criteria" in the search box.

Qualified applicants should email their resume packet to:

Human Resources 15-05 Court Services Specialist

Attn: Human Resources Manager

E-mail: human_resources@txnp.uscourts.gov

If selected for an interview, the candidate is to give a ten-minute presentation describing his/her vision for this position.

DISCLOSURES

- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees
- U.S. Probation reserves the right to re-advertise, fill more than the number of positions indicated on this announcement, or extend the screening process for this position
- As a condition of employment, the incumbent will be subject to a 10-year scope background investigation every five years
- Candidates may be subjected to a skills assessment

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