



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	U.S. Probation Officer Specialist Target Grade: CL 29
ANNOUNCEMENT:	16-08
DUTY STATION:	Dallas (with primarily a Dallas County caseload and duties throughout the DFW metroplex. Coverage areas may shift based on organizational need.)
OPEN DATE:	06/21/2016
CLOSING DATE:	07/07/2016
STARTING SALARY:	\$71,489 - \$116,225 Table 56

More than one position may be filled from this announcement.

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 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 (DFW) Metroplex area, we have one additional office located in Arlington, TX.

POSITION OVERVIEW

This position will supervise a specialized caseload of offenders that may have mental health and/or substance abuse treatment needs, be on location monitoring and/or may have committed sex offenses, financial crimes, cybercrimes, or other high risk or high profile offenses

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Job responsibilities include, but are not limited to:

- Conducting investigations and supervising a specialized caseload of offenders, including high-risk offenders such as sex offenders and offenders with substance abuse or mental health problems, white-collar criminals, protected witnesses, gang or organized crime members, and other cases of notoriety which pose a unique threat to public safety.
- Serving as a resource and expert to the court, line officers, and staff in cases requiring specialized monitoring or evaluation, and in the laws, policies and procedures related to report writing and the revocation guide
- Participating in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders in areas of specialization
- Investigating and analyzing financial documents and activities, and taking appropriate action
- Identifying criminogenic needs of offenders relative to implementation of EBP and managing such specialized cases
- Determining and evaluating, on an ongoing basis, the available resources for substance abuse aftercare, sex offender treatment, mental health treatment, location monitoring, and other services to meet the needs of high risk offenders
- Negotiating and monitoring contracts for specialized services
- Tracking developments in the law and providing updates to staff and the court
- Serving as a mentor and providing training to staff in the identification and handling of special offenders
- Providing specialized services to staff to include conducting sophisticated investigations, continually developing new techniques in the area of risk control, and disseminating information as to the various trends of criminality
- In collaboration with other senior officers, serving as an in-house expert on guidelines and procedures, developing and implementing intensive supervision programs; providing recommendations as to the types of control to use, the level or intensity of supervision, and the frequency/duration of contacts; maintaining a network of intelligence resources, and keeping informed of organized groups
- Developing, evaluating and acting as a liaison with community resource agencies essential to the correction and treatment of offenders; also acting as a liaison and maintaining cooperative relationships with all components of the criminal justice system to include federal, state and local law enforcement; correctional institutions; and social service agencies
- Providing consultation to judges, attorneys and the agency's senior management concerning specialized service programs on high-risk offenders
- Representing the probation office, the court, and the probation system at inter-agency task forces, meetings, seminars and conferences involving high-risk offenders

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- Maintaining expertise and strategies of supervising special offenders, including interviewing skills, surveillance, identification of deceptive practices and intelligence gathering
- Performing supervision duties, as required, during the evenings and on weekends
- Performing administrative duties regarding the supervision of the specialized caseload

CLASSIFICATION REQUIREMENTS

To qualify for a supervisor 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 the supervision of high risk offenders, including sex offenders, offenders on location monitoring, financial and cybercrime offenders, and other high risk offenders. The incumbent must have the ability to travel to divisional offices or destinations for work related reasons, and stay overnight as needed. 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.

To qualify for this position the applicant must either possess or demonstrate a desire and strategies to acquire specialized skills and knowledge in the following areas:

- Identifying and evaluating needs, developing proposals, and implementing specialized programs
- Supervising all offenders and making policy and program recommendations utilizing evidence based practices
- Investigating fraud and other economic crimes, and reading and understanding financial and tax statements
- Effectively supervising offenders on location monitoring and offenders with significant treatment needs
- Supervising high risk offenders and devising evidence based supervision strategies, including knowledge and use of progressive sanctions
- Acquiring and analyzing data to enforce imposed technology restrictions
- Managing time and possessing strong organizational skills
- Working with personnel from a wide variety of public and private organizations
- Training officers and others in investigations pertaining to high risk offenders
- Building and maintaining effective work relationships with peers, vendors and management
- Contributing to a positive work environment
- Communicating effectively both verbally and in writing
- Thinking analytically

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- Using creativity and innovation in problem solving and implementation of solutions
- Working well under pressure
- Adapting to and effectively using available technology

PREFERRED SKILLS

Thorough knowledge of supervision of high risk/high need populations, including supervision tools needed to monitor compliance with conditions of supervision. Extensive knowledge of available resources. Ability to identify and evaluate needs; develop and write proposals, policies and procedures, and implement programs. Ability to conduct training and provide consultation.

HOW TO APPLY

Please refer to our local policy, [Promotion Criteria](#) (←click link), for detailed instructions.

Qualified applicants should upload their documents using our HR Employment Application System located at:

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=yv7gpw3b&pos=16-08>

Note: This system will not let you continue without uploading all documents. Therefore, for documents already on file with TXN Probation, please upload a Microsoft Word document indicating requested information is on file.

Unofficial transcripts may be uploaded via the link above. However, if not already on file with TXN Probation & Pretrial Services, **official transcripts** must be submitted by:

- A link sent to HR@txnp.uscourts.gov from your university or college, or
- Regular mail or overnight courier to

U.S. Probation - HR Department
1100 Commerce Street, Room 1329
Dallas, TX 75242

If selected for an interview, the candidate is to give a presentation no longer than 15 minutes. In this presentation, the candidate should describe how he/she will acquire the knowledge needed to perform the above described duties, and how evidence based practices will be implemented in this role.

DISCLOSURES

- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- As a condition of employment, the incumbent will be subject to a 10-year scope background investigation every five years.
- U.S. Probation reserves the right to modify the conditions of this job announcement, extend the screening process, withdraw or re-advertise the announcement; or fill the position sooner than the closing date without prior notice.

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- U.S. Probation reserves the right to fill multiple positions from this announcement
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute.
- The final candidate(s) may be subject to a record check with law enforcement agencies and credit bureaus.

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