



# CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

<b>POSITION TITLE:</b>	<b>United States Probation Officer - Court Services Specialist</b>
<b>GRADE:</b>	<b>CL 29</b>
<b>ANNOUNCEMENT NUMBER:</b>	<b>22-17</b>
<b>LOCATION:</b>	<b>Dallas and/or Fort Worth, Texas</b>
<b>OPEN DATE:</b>	<b>09/22/2022</b>
<b>CLOSING DATE:</b>	<b>10/10/2022</b>
<b>STARTING SALARY:</b>	<b>\$81,652 - \$132,703 (Table <a href="#">DFW</a>)</b>

## 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 are a combined probation and pretrial services district, serving a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexico border. Our headquarters office is 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. Texas is among the most tax-friendly states in the U.S. with residents enjoying no state income tax.

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## **POSITION OVERVIEW**

The United States Probation & Pretrial Services Office for the Northern District of Texas has an opening for a USPO Court Services Specialist. By statute, the probation/pretrial services officer serves in a judiciary law enforcement position, assists in the administration of justice, promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The Court Services Specialist serves as the district's authority on pretrial services reports, presentence investigations, and sentencing guidelines. The selectee will be primarily responsible for the writing of pretrial services and presentence investigation reports and considered a resident pretrial and sentencing guidelines expert for Texas Northern staff. Additionally, this specialist position may entail the supervision of persons under supervision (p\s) including those p\s that may have mental health and/or substance abuse treatment needs; have committed a sex offense, financial crime, cybercrime, or other high risk or high-profile offense; and/or be on location monitoring. The incumbent will serve as a liaison between court services (pretrial and presentence) and post-conviction supervision units. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff. This position will be in an office in the Northern District of Texas and will report to a Supervising U.S. Probation Officer.

### **Job responsibilities include, but are not limited to:**

- Conducting investigations, preparing reports, and making recommendations for the court (pretrial and presentence) in general, high-risk, and/or specialized cases by interviewing defendants/persons under supervision 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 (The Guide)*, and relevant case law in the area of specialization.
- Serving as a resource and expert to the court, line officers, and staff in specialized cases. Guiding, advising, training, and making recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assisting in developing policies and proposals to provide needed services.
- Participating in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation practices in area of specialization.
- Tracking developments in the law, and update 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.
- Investigating and analyzing financial documents and activities and taking appropriate action. Interviewing victim(s) and providing victim impact statements to the court. Ensuring compliance with *Mandatory Victims Restitution Act* and other pertinent acts and laws.
- Analyzing and resolving disputed issues involving defendants and present unresolved issues to the court for resolution.
- Serving as district authority on sentencing and sentencing guidelines issues. Maintaining current knowledge of case law and Sentencing Commission, Administrative Office, and local policies and procedures pertaining to sentencing. Maintaining up-to-date district-wide resource materials relating to the sentencing process.
- Training district staff, law enforcement agencies, U.S. Attorney's staff, and/or defense attorneys on sentencing guidelines and sentencing matters, including new developments in sentencing issues, guideline amendments, case law, etc.

- Serving as the lead with district presentence groups by conducting regularly scheduled meetings. Serving as the group's representative to leadership and address any group issues of concern during management meetings.
- Completing presentence investigations for cases involving extremely complex issues and/or cases of unusual notoriety (e.g., white collar, organized crime, large conspiracy drug cases, and criminal organizations).
- Conducting the investigation on the lead and/or the "most culpable" defendant in multi-defendant cases and coordinate the preparation of the offense conduct section of the presentence reports in applicable cases. Coordinating the preparation of the victim impact portion of the presentence report in multi-defendant cases when assigned lead responsibilities in such cases.
- Serving as an expert in the use of Westlaw and Lexis and act as trainer for district staff in research procedures. Serving as district representative/liaison with Westlaw and Lexis.
- Serving as a consultant to officers as problems arise during the course of an investigation and/or during preparation of a presentence report, in the absence of, or at the request of a SUSPO.
- Demonstrating and maintaining proficiency in financial investigation techniques and assist other officers with these matters, as requested. Maintaining resource materials for the district relating to financial investigations. Training district staff on financial matters.
- Serving as resource to SUSPOs by reviewing presentence reports and/or sentencing litany prepared by officers and make appropriate recommendations for addressing any performance review concerns.
- Updating policy and procedures related to the investigation and preparation of presentence reports and providing related training to staff at least annually.
- Providing advice, consultation, and program vision and direction and making proposals to the Chief.

## **QUALIFICATIONS:**

### **Required Education**

Completion of a bachelor's degree from an accredited college or university in a field of academic study, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

### **Required Experience**

Specialized Experience is defined as progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

To qualify for a CL 29 probation officer specialist position, the incumbent must have three years of specialized experience, including at least one year as a probation/pretrial services officer in the U.S. Courts.

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## **Preferred Qualifications**

The ideal candidate will:

- Have a thorough knowledge of the U.S. Sentencing Guidelines and the Bail Reform Act.
- Have a record of displaying good judgment and of being a proven problem-solver.
- Be expected to demonstrate an understanding of the Charter for Excellence and will exemplify such in their day-to-day behavior.
- Be knowledgeable about national initiatives impacting our overall probation system.
- Have significant knowledge of and a passion for evidence-based practices and be skilled in their application.
- Be a perennial learner with the desire to be an expert in our changing field and have the desire to coach others.
- Be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.
- Be able to organize, oversee, and complete multiple projects simultaneously with limited supervision.
- Demonstrate leadership by showing initiative to engage in project management and establish programs.
- Demonstrate how he or she continues to use technology to improve a process within their respective discipline of the probation office.
- Excel in the competencies for Experienced U.S. Probation and Pretrial Services Officers.
- Have extensive knowledge of available resources.
- Be able to identify and evaluate organizational needs, develop and write proposals, policies and procedures, and implement programs and initiatives.
- Be able to conduct creative and interactive training and provide consultation and constructive feedback.
- Be able to understand and review data.
- Prior experience supervising p\ s requiring location monitoring and/or being on a location monitoring duty rotation.

## **HOW TO APPLY**

Applicants who meet the classification and minimum position requirements should:

1. Submit a cover letter (three-page limit) outlining how, through the lens of the Federal Judicial Center's (FJC) [Everyday Leadership](#) competency, you have modeled the use of evidence-based practices and how as a Court Services Specialist you would utilize the FJC's [Investigative Objectivity](#) competency to assist team members and help them grow professionally (you must be in the DCN to access these competencies).
2. Submit a resume (two-page limit) citing professional experience and educational background.
3. Submit your two most recent performance evaluations.
4. Submit a current [AO 78 application](#). Please note the additional documents that may be required to complete the process (listed on page one of the application). If the AO 78 application is not current, the application for this opportunity will be rejected.

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

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=22-17>

*Note: This system will not let you continue without uploading all documents.*

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](mailto: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**

Candidates selected for interview may be interviewed via video and may be required to make a presentation and answer questions provided prior to the interview date.

#### **DISCLOSURES**

- U.S. Probation reserves the right:
  - To modify the conditions of this job announcement.
  - To withdraw or re-advertise the announcement.
  - To fill multiple positions from this announcement.
  - Not to fill the position listed in this announcement.
- Applications will be accepted from U.S. Citizens and Non-Citizens as allowed by appropriations and statute.
- Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct.

Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms may be found by scanning the code below.



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