



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

POSITION TITLE:	United States Probation Officer - Location Monitoring Specialist Target Grade: CL 29
ANNOUNCEMENT NUMBER:	23-10
LOCATION:	Abilene, Amarillo, Dallas, Fort Worth, Lubbock, San Angelo, or Wichita Falls
OPEN DATE:	02/01/2023
CLOSING DATE:	02/15/2023
STARTING SALARY:	\$85,459 - \$138,913 (Table DFW)-Dallas or Fort Worth \$78,784 - \$128,064 (Table RUS)-Abilene, Amarillo, Lubbock, San Angelo, or Wichita Falls

*This posting is for a temporary assignment and is **limited to current Texas Northern team members only**. The successful candidate will receive a temporary pay adjustment during the period they are performing this temporary assignment. Salary will be calculated by adding a 6% temporary assignment premium to the incumbent's current salary and moving the individual to the closest applicable step in the CL-29 scale for the period they are acting in the temporary role.*

POSITION OVERVIEW

This is a temporary assignment with a maximum of two years and will be evaluated, at a minimum, annually. The United States Probation & Pretrial Services Office for the Northern District of Texas has an opening for a USPO Location Monitoring Specialist. By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise persons under supervision (p\s), interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officer specialists manage a caseload that includes p\s of a specialized type and serve as local experts on cases of this type. The Location Monitoring Specialist performs duties that involve both general pretrial services or probation cases and specialized types of p\s. The incumbent is responsible for matters relating to the effective supervision of probation or pretrial services p\s who require location monitoring and supervises p\s with specialized needs in this area. The incumbent serves as the in-house authority on matters relating to location monitoring and provides officer training in this area. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff. It may also involve writing Presentence and/or Bond Reports and other duties as assigned. This position will be in an office in the Northern District of Texas and will report to a Supervising U.S. Probation Officer.

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Job responsibilities include, but are not limited to:

- Perform investigative and supervision responsibilities for defendants/p\ 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 defendants/p\ 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*, Location Monitoring Procedures Guide, Monographs, and relevant case law in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding issues relating to the area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of defendants/p\ with high-risk and/or specialized needs.
- Recommend policies and procedures for the district as to location monitoring cases, including training practices, managing and assigning caseloads, establishing backups and coverage, alert response protocol, identifying appropriate defendant/p\, etc.
- Monitor all district location monitoring cases for policy and court ordered compliance. Supervise a specialized location monitoring caseload and monitor compliance with applicable program directives and requirements. Be willing and able to respond to late night and weekend alerts and calls.
- Act as liaison with location monitoring vendors who provide the equipment and monitoring service for the district and its officers. Order and maintain equipment and inventory. Verify billing information and payments to vendors and notify officers of p\ who are not in compliance with self-pay.
- Provide annual officer training for location monitoring initiation, set-up, district policies and protocols, and monitoring.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of defendants/p\ in area of specialization. Provide management and staff with ongoing updates related to changes with this defendant/p\ population.
- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with p\ 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.

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- Analyze and resolve disputed issues involving p\>s and present unresolved issues to the court for resolution. Assess /defendants'/p\>s level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning p\>s 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.
- Provide proposals/recommendations for updates or amendments to conditions of supervision for this special offender population.
- Schedule and conduct drug use detection tests and DNA collection of p\>s, 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.
- Perform administrative duties regarding area of specialty. Provide advice, consultation, and program vision and direction and make 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, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is required for all probation or pretrial services officer positions.

Required Experience

Specialized Experience is defined as 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.

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 good knowledge of the U.S. Sentencing Guidelines and the Bail Reform Act.
- Have thorough knowledge of supervision of high risk/high need populations, including supervision tools needed to monitor compliance with conditions of supervision and promote positive long-term change.
- 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.

HOW TO APPLY

Applicants who meet the classification and minimum position requirements should:

1. Submit a cover letter (three-page limit) outlining how you have used wellness strategies to manage case-related stress and how, in the role of Location Monitoring Specialist, you would use wellness strategies to manage case-related stress; and how the professional development goals you have set for yourself, have aligned with the mission and vision of Texas Northern.
2. Submit a resume (two-page limit) citing professional experience and educational background.

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3. Submit your two most recent performance evaluations.
4. Submit a current [AO 78 application](#). Please note the additional documents related to military service, if applicable, that are required to complete the process. They are listed on page one of the application. If the AO 78 application is not current, the application for this opportunity will be rejected.
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=23-10>

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 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.
 - To fill the position sooner than the closing date without prior notice.
 - 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.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.

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