



# CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

<b>POSITION TITLE:</b>	<b>USPO Re-Entry Specialist</b>
<b>GRADE:</b>	<b>CL 29</b>
<b>ANNOUNCEMENT NUMBER:</b>	<b>24-07</b>
<b>LOCATION:</b>	<b>Dallas, Fort Worth, Lubbock</b>
<b>OPEN DATE:</b>	<b>04/03/2024</b>
<b>CLOSING DATE:</b>	<b>04/19/2024</b>
<b>STARTING SALARY:</b>	<b>\$82,718 - \$146,058 (Tables <a href="#">RUS</a> and <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 United States Probation & Pretrial Services Office for the Northern District of Texas is a learning organization. We encourage each other to use our 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 team members 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 is soliciting for a U.S. Probation Officer Re-Entry Specialist. Re-Entry Specialists perform duties that involve both general pretrial services or probation cases and specialized types of persons under supervision (p\s)/defendants. Re-Entry Specialists are responsible for overseeing residential re-entry centers and related programs designed to enhance employment, education, and vocational opportunities for p\s transitioning from custody into the community, as well as assisting professionals who provide direct services to p\s. Incumbents serve as the in-house authority regarding all aspects of offender re-entry and make recommendations to management to improve program outcomes targeting the reduction of recidivism. Re-Entry Specialists also serve as district coordinators for implementing the Second Chance Act of 2007.

This position may perform some administrative services, such as contracting, vendor and invoice payment reviews, research, training, and assisting the supervisor in guiding the work of staff. This specialist position will entail the supervision of p\s with a wide variety of needs including re-entry, mental health and/or substance abuse treatment needs; those having committed a sex offense, financial crime, cybercrime, or other high risk or high-profile offense; and/or be on location monitoring. It may also involve writing Presentence and/or Bond Reports and other duties as assigned. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff.

Officers may be required to travel to other divisional offices and destinations for work related reasons. Officers must have the ability and availability to work during evening hours as needed. Officers must have access to a car for travel when a government car is not available and be legally authorized to drive. 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:**

- Performing investigative and supervision responsibilities for p\s/defendants in both general and specialized cases, including high risk. Conducting investigations, preparing reports, and making recommendations for the court in general, high-risk, and/or specialized case by interviewing p\s/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 (Guides), and relevant case law in the area of specialization.
- Serving as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases (re-entry). Guiding, advising, training, and making recommendations to other officers, the court, and other individuals regarding issues relating to the area of specialization (re-entry). Assisting in developing policies and proposals to provide needed services. Training line officers on identification and treatment of p\s/defendants with high-risk and/or specialized needs.
- Consulting with line officer staff concerning residential re-entry center (RRC) cases and assignments. Serving as a liaison to the RRC and Bureau of Prisons Community Corrections Office and overseeing p\s re-entry programs. Managing allotted bed space with RRC's for public law placements.

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- Serving as the district's in-house expert on the Second Chance Act of 2007, to include identification of vendors, forming of policy in regard to Second Chance Act statutes, and liaising with Bureau of Prisons on cases which are identified for early release under this statute.
- Developing and maintaining a professional relationship with employers, community organizations, and other government agencies. Creating defendant and p\s advancement plans to determine suitable jobs or career paths. Conducting and/or participating in career or job fairs that bring employers into contact with groups of p\s. Establishing and maintaining relationships with employers to promote consideration of p\s for hire.
- Evaluating, analyzing, and identifying needs of defendants and p\s relative to employment, GED and vocational training, housing, and medical services, and presenting proposals to provide services. Counseling and assisting defendants/p\s with job selection, career planning, and transition. Assessing interests, aptitudes, and abilities to steer the offender toward education, training, and career opportunities.
- Instructing defendants and p\s in resume writing, job search and interviewing techniques, workplace decorum, and acceptable work-related attitudes and behaviors.
- Managing the contracting process of procuring and monitoring Second Chance Act programs. Working closely with the contract agencies and service providers to ensure compliance with the contract.
- Obtaining and maintaining necessary contracting officer certifications to manage the financial requirements for Second Chance Act funds.
- Participating in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of p\s/defendants in area of specialization. Providing management and staff with ongoing updates related to changes with this offender/defendant population.
- Tracking developments in the law and updating staff and the court. Enforcing court-ordered supervision components and implement supervision strategies. Maintaining personal contact with defendants and p\s through office and community contacts and by telephone. Investigating employment, sources of income, lifestyle, and associates to assess risk and compliance. Addressing substance abuse, mental health, domestic violence, sexual offending, and similar problems and implementing the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- 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. Enforcing location monitoring conditions ordered by the court.
- Analyzing and resolving disputed issues involving p\s/defendants and presenting unresolved issues to the court for resolution. Assessing p\s'/defendants' level of risk and developing a blend of risk management strategies for controlling and correcting risk.
- Communicating with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning p\s'/defendants' behavior and conditions of supervision. Identifying and investigating violations and implementing appropriate alternatives and sanctions. Reporting violations of the conditions of supervision to the appropriate authorities. Preparing written reports of violation matters and

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making recommendations for disposition. Testifying at court or parole hearings. Conducting Parole Commission preliminary interviews.

- Providing proposals/recommendations for updates or amendments to conditions of supervision for this special offender population.
- Scheduling and conducting drug use detection tests and DNA collection of p\\$/defendants, following established procedures and protocols. Maintaining paper and computerized records of test results. Maintaining chain of custody of urinalysis testing materials. Maintaining detailed records of case activity and conducting surveillance and/or search and seizure at the direction of the court.
- Responding to judicial officer’s requests for information and advice. Testifying in court as to the basis for factual findings and (if warranted) guideline applications. Serving as a resource to the court. Maintaining detailed written records of case activity.
- Performing administrative duties regarding mental health and/or substance abuse treatment, location monitoring, sex offenses, computer-related crimes, financial, re-entry, and other high-risk issues. Guiding the work of staff providing administrative and technical assistance to officers.
- Documenting case activity in a thorough and professional manner.
- Determining and evaluating on an ongoing basis the available resources throughout the district regarding substance abuse aftercare, sex offender treatment, and/or mental health support. As needed, securing and contracting aftercare services for p\\$/s while adhering to procurement and contracting guidelines and requirements and maintaining regular contact with contract providers to ensure compliance with contractual agreements. Ensuring regularly scheduled meetings to assess p\\$/defendant progress. Monitoring the accurate submission of billing documents from the providers to ensure the appropriate disbursement of funds.
- Participating in the administrative planning of caseloads. Providing advice, consultation, and program vision and direction and making proposals to the Executive Team in the area of re-entry.

#### **CLASSIFICATION REQUIREMENTS:**

Professional line positions involve analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. They require the application of theoretical and practical knowledge in a professional field at a level that requires specific academic preparation as a minimum for performance in the field.

All probation or pretrial services officer positions require 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.

In addition to meeting education requirements, applicants at each grade level must also have additional education or specialized experience as outlined below.

**“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,

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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 position (\$82,718 - \$146,058), three years of specialized experience, including at least one year as a probation/pretrial services officer in the U.S. courts, is required.

### **MINIMUM POSITION REQUIREMENTS**

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations relating to area of specialization.
- Knowledge of residential re-entry options and related programs. Knowledge of policies, procedures, and protocols in managing re-entry cases. Skill in supervising p\s/defendants with specialized needs/situations. Ability to provide guidance to line 4 officers, the court, and other agencies regarding area of specialization. Knowledge of U.S. Sentencing Guidelines and related appellate case law.
- Knowledge of available community resources and services relating to offender re-entry and transition. Knowledge of current research, programs, and practices for defendant/offender development and transition.
- Ability to identify and assess the needs of p\s relating to community re-entry and transition. Skill in counseling p\s with job selection, career planning, and transition.
- Skill in instructing p\s in resume writing, job search and interviewing techniques, workplace decorum, and acceptable work-related attitudes and behaviors.
- Ability to recognize and develop employment, education, and vocational opportunities for p\s transitioning from custody into the community. Skill in working with professionals who provide direct services to p\s.
- Knowledge of investigative techniques and skill in investigating p\s'/defendants' backgrounds, activities, finances, and determining legitimacy of their income. Knowledge of the Bail Reform Act. Knowledge of negotiation and motivation techniques.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal probation and pretrial services in the area of specialization, and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (such as the National Crime Information Center).
- Knowledge of sentencing guidelines, statutes, Federal Rules of Criminal Procedure, and applicable case law. Ability to apply changes in the law as appropriate. Knowledge of techniques in supervising p\s/defendants who are high-risk or have specialized needs. Skill in supervising

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p/s/defendants with specialized needs, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior.

- Skill in conducting legal research related to complex and difficult legal issues while supervising p/s/defendants who are high risk or have specialized needs. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling p/s/defendants to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines in complex cases. Ability to discern deception and act accordingly. Ability to follow safety procedures.
- Ability to compile and summarize information (such as background checks and criminal histories) within established time frames.
- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds.
- Ability to be innovative and creative to contribute to a positive work environment.

### **COURT PREFERRED SKILLS**

The ideal candidate will:

- Have a good knowledge of the U.S. Sentencing Guidelines and the Bail Reform Act.
- Have a good knowledge of the Second Chance Act of 2007.
- Have a good 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 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(s) of the probation office.
- Excel in the Federal Judicial Center's 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.

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- Be able to conduct creative and interactive training and provide consultation and constructive feedback.
- Be skilled in communicating effectively, both orally and in writing, with diverse individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.
- Be able to identify and evaluate needs, develop proposals, and implement programs relating to district programming needs.
- Be able to conduct training and provide consultation on issues relating to district programming needs.
- Be able to understand and review data.
- Have the ability to actively listen and synthesize disparate viewpoints into a shared vision.
- Demonstrate the ability to form strategic relationships with profit and non-profit entities.

## **BENEFITS**

Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance, optional long term care coverage and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, paid parental leave, a pre-tax reimbursement program, eleven federal holidays, and mandatory Electronic Funds Transfer for payment of net pay. More benefits information may be found [here](#).

## **HOW TO APPLY**

Applicants who meet the requirements should:

1. Submit a cover letter (two-page limit) discussing:
  - a. How you have engaged in mission-driven decision making; and
  - b. How you have formed and maintained collaborative relationships in your career.
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](#). Questions 19, 20, and 21 on the application must be answered. Please note the additional documents related to military service that may be required to complete the process (listed on page one of the application).
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=24-07>

*Note: This system will not let you continue without uploading all documents. If you fail to provide the required documents, your application package will be considered incomplete and may not be considered.*

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:

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- 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**

#### **DISCLOSURES**

- U.S. Probation reserves the right:
  - To modify the conditions of this job announcement.
  - To withdraw or re-advertise the 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.
- Employees are appointed to excepted service and serve at the pleasure of the Court.

Questions regarding this announcement may be directed to [hr@txnp.uscourts.gov](mailto:hr@txnp.uscourts.gov). Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms may be found here:



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