



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

POSITION TITLE:	United States Probation Officer - Treatment Specialist
GRADE:	CL 29
ANNOUNCEMENT NUMBER:	24-11
LOCATION:	Lubbock
OPEN DATE:	07/09/2024
CLOSING DATE:	07/23/2024
STARTING SALARY:	\$82,718 - \$134,446 (Table RUS)

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, stakeholders, 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 Specialist. By statute, the probation/pretrial services officer serves in a judiciary law enforcement position, assists in the administration of justice and promotes community safety, gathers information, supervises persons under supervision (p\s), interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The USPO Specialist is responsible for matters relating to the effective supervision of p\s who require involvement in a drug aftercare program, treatment, and/or testing, as well as those p\s with identified mental health problems. This specialist position may entail the supervision of 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. It may also involve writing Presentence and/or Bond Reports and other duties as assigned. This position will be in the Lubbock office in the Northern District of Texas.

Job responsibilities include, but are not limited to:

- Performing investigative and supervision responsibilities for p\s/defendants in both general cases and specialized cases which include p\s/defendants who are identified as having substance abuse, sex related offense, and/or mental health issues. Conducting investigations, preparing reports, and making recommendations for the court in general, high-risk, and/or specialized cases 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, 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. Training line officers on identification and treatment of p\s/defendants with substance abuse, sex related offense, and mental health issues.
- 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. Providing management and staff with ongoing updates related to changes with this p\s/defendant population, and with procedural matters related to aftercare.
- Tracking developments in the law, and update staff and the court. Maintaining personal contact with 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, 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 the *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. Assessing p\s/defendants' level of risk and developing a blend of risk management strategies for controlling and correcting risk.
- Determining and evaluating on an ongoing basis the available resources throughout the district regarding substance abuse aftercare, sex offender treatment, and mental health support. Securing and contract aftercare services for p\s while adhering to procurement and contracting guidelines and requirements. Maintaining regular contact with contract providers to ensure

compliance with contractual agreements. Ensuring regularly scheduled meetings to assess p\’s progress. Monitoring the accurate submission of billing documents from the providers to ensure the appropriate disbursement of funds. Providing contracting and procurement services related to this position.

- 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 behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Reporting violations of the conditions of supervision to the appropriate authorities. Preparing written reports of violation matters and make recommendations for disposition. Testifying at court or parole hearings.
- Providing proposals/recommendations for updates or amendments to conditions of supervision for special offender populations.
- Scheduling and conducting drug use detection tests and DNA collection of p\’, following established procedures and protocols. Maintaining paper and computerized records of test results. Maintaining chain of custody of urinalysis testing materials. Responding to judicial officer’s request 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.
- Participating in the administrative planning of specialized caseloads. 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 good knowledge of the U.S. Sentencing Guidelines and the Bail Reform Act.
- Have a healthy 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 (**two-page limit**) outlining how you manage work related stress, as well as describing how you make individualized recommendations based on law, judiciary policy, and principles supported by research and why doing so is, or is not, important.
2. Submit a resume (**two-page limit**) citing professional experience and educational background.
3. Submit your two most recent performance evaluations.

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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 (3/24 revision), 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=24-11>

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 fill multiple positions from this 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.

Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms may be found [HERE](#).

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