



# CAREER OPPORTUNITY

## UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

### Texas Northern

|                             |                                                                                                                     |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>POSITION TITLE:</b>      | <b>United States Probation Officer -<br/>Location Monitoring Specialist</b><br><b>Internal TXNP applicants only</b> |
| <b>Target Grade:</b>        | <b>CL 29</b>                                                                                                        |
| <b>ANNOUNCEMENT NUMBER:</b> | <b>26-01</b>                                                                                                        |
| <b>LOCATION:</b>            | <b>Dallas</b>                                                                                                       |
| <b>OPEN DATE:</b>           | <b>10/08/2025</b>                                                                                                   |
| <b>CLOSING DATE:</b>        | <b>Open until filled, with preference being given to<br/>those who apply on or before 10/22/2025</b>                |
| <b>STARTING SALARY:</b>     | <b>\$91,628 - \$148,972 (Table <b>DFW</b>)</b>                                                                      |

*This posting is for a temporary assignment. 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. If already at a CL 29, the candidate will remain at their current CL and step level and there will be no increase in salary.*

### POSITION OVERVIEW

This is a temporary assignment with a maximum of three 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. Please note that this is not a new or added position. It is due to expiration of a previously filled temporary position. 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. This position will be a multi-discipline role and 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.

The incumbent(s) is/are 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

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area. The incumbent serves as the in-house authority on matters relating to location monitoring and provides officer training in this area, also making recommendations to management to improve program outcomes. Additionally, this position may also involve writing Presentence and/or Bond Reports, along with any other duties as assigned.

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 defendants/p\’s in both general and high-risk/specialized cases. Conducting investigations, preparing reports, and making recommendations for the court in general, high-risk, and/or specialized cases by interviewing defendants/p\’s 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.
- Serving as a resource and expert to the court, management, line officers, and staff in high-risk and/or specialized cases. Guiding, advising, training, and making recommendations to other officers, the court, management, and other individuals regarding issues relating to the area of specialization. Assisting in developing policies and proposals to provide needed services. Training line officers on identification and treatment of defendants/p\’s with high-risk and/or specialized needs.
- Recommending 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\’s, etc.
- Assisting in monitoring all district location monitoring cases for policy and court ordered compliance. Supervising a specialized location monitoring caseload and monitoring compliance with applicable program directives and requirements. Being willing and able to respond to late night and weekend alerts and calls.
- Acting as liaison with location monitoring vendors who provide the equipment and monitoring service for the district and its officers. Ordering and maintaining equipment and inventory. Verifying billing information and payments to vendors and notifying officers of p\’s who are not in compliance with self-pay.
- Providing at least annual officer training for location monitoring initiation, set-up, district policies and protocols, and monitoring.
- Participating in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of

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defendants/p\ in area of specialization. Providing management and staff with ongoing updates related to changes with this defendant/p\ population.

- Providing oversight of the Location Monitoring Program, engaging in coaching, mentoring, giving of feedback, instructing, etc. of officers and other staff.
- Tracking developments in the law and updating staff and the court. Enforcing court-ordered supervision components and implementing supervision strategies. Maintaining personal contact with p\ 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.
- Analyzing and resolving disputed issues involving p\ and presenting unresolved issues to the court for resolution. Assessing defendants'/p\ 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\ 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 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\, 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.
- Performing administrative duties regarding area of specialty. 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, 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.

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**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.

**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.
- Have prior experience supervising p\ s requiring location monitoring.

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## HOW TO APPLY

Applicants who meet the classification and minimum position requirements should:

1. Submit a cover letter (two-page maximum) outlining what the following passage means to you: Probation and pretrial services officers who engage in Proactive Planning make future-oriented case decisions that address the needs of both individual supervisees and the wider community. These officers consider the future impact of case-related decisions at all points throughout the life of the case. They work to preserve pro-social connections to the community during the pretrial phase, prepare presentence reports that aim to inform multiple users of the report after sentencing, and plan for the supervisee's successful transition back into the community after a period of incarceration. Officers who demonstrate Proactive Planning display skill in thinking ahead to anticipate challenges and show agility in adjusting plans to accommodate changes in circumstances. Their ultimate goals are reduced recidivism and better outcomes for supervisees.
2. Submit a resume (two-page maximum) 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 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 form is not current (AO 78 (5/24) in top left corner), 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=26-01>

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

## DISCLOSURES

- U.S. Probation reserves the right:
  - To modify the conditions of this job announcement.
  - To withdraw or re-advertise the 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.

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

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