



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN
PROBATION AND PRETRIAL SERVICES OFFICE**

**Position Vacancy Announcement (Number 16-04)
Federal Judiciary Employees Only**

U.S. Probation Officer Specialist (Cyber Crimes)

Opening Date:	March 21, 2016
Closing Date:	Open until filled. Priority consideration will be given to those applicants who apply by April 08, 2016.
Salary Range:	CL 29 – Salary Range (\$67,537 - \$109,801) – Pay Table 01-RUS* *The agency is unable to match locality pay for potential transfers.
Position Status:	Permanent, Full-time
Promotional Potential:	Target Grade is CL 29
Area of Consideration:	This opportunity is open to all current, qualified United States Probation Officers in the Federal Judiciary only.
Occupational Series:	Federal Law Enforcement Officer

Position Overview

The United States Probation & Pretrial Services Office for the Western District of Michigan (WD/MI) is accepting internal applications and supporting documentation for the position of Cyber Crime Probation Officer Specialist. In addition to performing investigation and/or supervision functions of a line probation officer, including handling a specialized case load, the Cyber Crime Specialist will serve as a resident authority for the district in the investigation and supervision of cases related to cyber-crimes (e.g. computer fraud, credit card fraud, money laundering, counterfeiting, child sexual exploitation, identity theft, etc.).

Our office is headquartered in Grand Rapids, MI, with branch offices in Kalamazoo, Lansing, and Marquette, MI. The duty station for this position may be based out of the main probation office or any of the branch offices. If the incumbent's duty station is outside the Grand Rapids office, he or she will travel to the Grand Rapids office on a regular basis, or as directed by Supervisor or Chief Probation Officer. Other travel within and outside of the district may be periodically required for training purposes.

Representative Duties (which include, but are not limited to):

- Perform investigative and supervision responsibilities for offenders/defendants in both general cases and specialized cases which include offenders/defendants involved in cyber crimes. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/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.
- Utilize computer forensic, hardware, and software tools to investigate and supervise offenders/defendants involved in cyber crimes. Coordinate the district's internet monitoring

program, including installation of software, troubleshooting computer issues, coordinating offender payments, and monitoring offender internet use.

- Serve as a resource and expert to the court, line officers, and staff in cyber crimes cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train and assist line officers on identification, investigation, and supervision of offenders/defendants involved in cyber crimes.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization. Provide management and staff with ongoing updates related to changes with this offender/defendant population.
- Track developments in the law and update staff and the court as appropriate. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants/offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' 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 offenders'/defendants' 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 offenders/defendants, 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. May conduct surveillance and/or search and seizure at the direction of the court.
- Participate in the administrative planning of specialized caseloads. Provide advice, consultation, and program vision and direction and make proposals to the Chief.

Qualifications

- Knowledge of the roles, responsibilities and relationships among the federal courts, Parole Commission, and the Bureau of Prisons. Ability to work with law enforcement agencies at different governments levels, community service providers, and other courts.
- Knowledge of resources, policies, procedures, and protocols in managing cases involving high-risk and/or specialized cases, including the specialized area of cyber crimes. Skill in supervising

offenders/defendants with specialized needs/situations. Ability to provide guidance and training to line officers, the court, and other agencies regarding the area of specialization.

- Knowledge of computer technology, its application to criminal endeavors, and issues associated with investigating and supervising computer-related cases and other specialized cases. Knowledge of resources available in cyber crime detection.
- Strong leadership skills, flexibility, initiative, and creativity. Ability to build and maintain trust and confidence with all staff, and foster collaboration and teamwork.
- Excellent organizational skills and ability to exercise mature judgment, problem solve, and to manage multiple projects simultaneously.
- Skill in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, influence decision-makers, and provide training; and must be skilled in using current information technology applications and capabilities. A working knowledge of legal research techniques, database and spreadsheet software, and word processing applications.
- Commitment to upholding and promoting all principles in the Charter for Excellence.
- Ability to be available beyond a standard 40 hour work week when necessary.

Required Experience

To qualify for a CL 29 officer position, an applicant must possess three (3) years of specialized experience, including at least one year as a CL 28 probation/pretrial services officer in the U.S. Courts. *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.

Additional Information for Applicants

- Applicant must be a United States Citizen or eligible to work in the United States.
- Only qualified applicants will be considered for this position. Qualified applicants selected for interviews may be tested.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy becomes available within a reasonable amount of time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool without further advertising.
- The office is not authorized to reimburse candidates for travel or moving expenses.
- This position requires some travel. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage, according to established per diem.
- As conditions of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management, for reasonable cause, subject to subsequent fitness-for-duty evaluations.
- The medical requirements and the essential job functions derived from the medical guidelines for probations officers, pretrial services officers, and officer assistants are available for review at <http://www.uscourts.gov> (Probation & Pretrial Services - Officer and Officer Assistants).
- The position is subject to mandatory direct deposit for payment of net pay.

Application Procedures

To receive priority consideration, qualified applicants must email the following required documents in one pdf document by 5:00 p.m. on April 8th, 2016 to: hr_probation@miwp.uscourts.gov. In the subject line of the email, indicate the vacancy announcement number (#16-04). Incomplete submissions will not be considered. All information provided by applicant is subject to verification.

1. **A letter of interest** (not exceeding two pages) that addresses the applicant's qualifications, skills, relevant experience and any preferred qualifications relevant to the position. Within your letter of interest, please reference the vacancy announcement number and your preferred duty station.
2. **Résumé**
3. **An Application for Judicial Branch Federal Employment form (AO78)**. The AO78 form can be found at <http://www.miwp.uscourts.gov> (Employment) or at <http://www.uscourts.gov/services-forms/forms>
4. **Copies of last two performance evaluations/appraisals**. If not available, please provide an explanation in the cover letter.
5. **Specialized Training** - It is requested that if an applicant has been involved in any law enforcement training, seminars or conferences for a specialized area or functions related to the duties of this position, that the applicant provide this information with the application materials.

The Federal Courts are Equal Employment Opportunity Employers.