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Kalamazoo, MI 49007

Lansing
315 W. Allegan St.
252 Federal Building
Lansing, MI 48933

Marquette
124 N. Third St.
Marquette, MI 49855

MISSION:

OUR MISSION IS TO ASSIST
THE COURT IN THE FAIR
ADMINISTRATION OF
JUSTICE BY PROMOTING
COMMUNITY SAFETY,
REDUCING RECIDIVISM,
AND PROVIDING
DEFENDANTS AND PERSON
UNDER SUPERVISION WITH
A MEANINGFUL
OPPORTUNITY FOR
CHANGE.

VALUES:

- INTEGRITY
- MINDFULNESS
- PERSEVERANCE
- ACCOUNTABILITY
- COMMITMENT
- TEAMWORK

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U.S. Probation and Pretrial Services Office Western District of Michigan

VACANCY ANNOUNCEMENT

#25-03

Location Monitoring Specialist

Opening Date: May 30, 2025

Closing Date: Open Until Filled. *Priority consideration will be given to those applicants who apply by June 13, 2025.*

Location: Grand Rapids, MI.

Classification: CL 29

Salary Range: **\$84,284—\$137,032 (Table RUS)** *Starting salary commensurate with work experience, education, and pay history.*

Area of Consideration: Open to all qualified U.S. Probation Officers within the Judiciary.

The Location Monitoring Specialist manages a high-risk and/or specialized caseload and serves as the district authority on location monitoring practices. The Location Monitoring Specialist position is a temporary promotional opportunity for line officers, not to exceed (5) years.*

Representative Duties

- Perform investigative and supervision responsibilities for persons under supervision/defendants in both general and high-risk/specialized cases. Enforce court-ordered supervision components and implement supervision strategies.
- Assess persons under supervision/defendants' level of risk and develop a blend of risk management strategies and apply evidence-based practices in the management of supervision caseloads.
- Serve as an in-house authority and expert to the court, line officers, and staff in high-risk and/or specialized cases, and all matters related to location monitoring.
- Recommend policies and procedures for the district as to location monitoring cases, including identifying appropriate defendants/persons under supervision, managing and assigning caseloads, establishing backups and coverage, alert response protocols, training practices, 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.
- Act as liaison with location monitoring vendors who provide the equipment and monitoring service for the district and its officers.
- Provide annual officer training for location monitoring initiation, set-up, district policies/protocols, and monitoring.
- Participate in on-going training and educational opportunities to further develop and/or enhance knowledge, techniques, tools, and skills relating to investigation and supervision practices of persons under supervision/defendants in areas of specialization.
- Provide proposals/recommendations for updates or amendments to conditions of supervision for the special offender population.

Representative Duties (continued)

- Providing oversight of the Location Monitoring Program including engaging in coaching, instructing, etc. of officers and other staff, administrative duties related to the specialty, as well as providing advice, consultation, and program vision and direction proposals to the Chief.
- Lead a committee and/or team in area of specialization that conducts strategic planning and program assessment.
- Communicate and consult with other organizations, including law enforcement agencies, attorneys, victims, Bureau of Prisons, treatment agencies and community resources.
- Respond to judicial officer's request for information and advice. Testify in court as to the basis for actual findings and (if warranted) guideline applications.
- Officer specialists must carry at least a 50 percent caseload, spending at least 50% of their time working with defendants and/or persons under supervision.
- Performs other duties as assigned.

Qualifications

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 bachelors degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.

Preferred Qualifications:

- Excels in the Competencies for Experienced U.S. Probation and Pretrial Services Officers.
- Prior experience supervising persons under supervision requiring location monitoring.

Skills and Abilities:

- Knowledge of resources, policies, procedures, and protocols in managing cases involving high-risk and/or specialized cases. Ability to assess risk and apply evidence-based practices.
- Knowledge of current research, programs, and practices regarding location monitoring and managing a specialized location monitoring caseload.
- Ability to provide consultation, guidance, and training to line officers, the court, and other agencies involving high risk and/or specialized cases.
- Commitment to and demonstration of continued professional development.
- Excellent analytical, written, and verbal communication skills. Ability to interact and communicate effectively with people of diverse backgrounds. Ability to prepare accurate reports in an organized, objective, clear and concise manner.
- Ability to organize and prioritize work schedule, and work independently with minimal supervision. Ability to work under pressure of short deadlines while maintaining a positive and professional demeanor.
- Strong leadership, critical thinking, and decision making skills. Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission and goals.
- Knowledge of and proficiency with information technology, automated equipment, and electronic case management/filing systems. Ability to learn and adapt to changing technologies.

Applicant Information

- Officers must be available to routinely work untraditional hours, including evening hours
- Travel within and outside of the district will be required as needed for specialized case management, office & staff consultation, and training/development purposes.
- Appointment is provisional pending a favorable suitability determination of the appropriate background investigation (or based on the review of equivalent background investigation completed within the past 5 years with no changes). An updated background re-investigation is required every five years thereafter.
- Travel reimbursement in connection with the selection process and/or relocation is not authorized.
- 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 without prior notice.

*At the end of the temporary promotional period, the employee may be returned to a line officer position/ classification and resume a line officer caseload or the temporary promotion may extended at the discretion of the CUE. If returning to line officer position, the employee will be placed at the step that he/she would have attained without the temporary promotion. This will not be considered an adverse action for personnel reasons, and it is not appealable under the Employee Dispute Resolution (EDR) plan or disciplinary/adverse action policy. The temporary nature of specialist positions does not preclude incumbents from re-applying for the same or other posted specialist positions after their temporary promotional period ends.

Application Procedures

Application Link: [Location Monitoring Specialist #25-03](#)

Applicants must submit the following in PDF format:

1. Resume
2. Letter of interest (cannot exceed two pages) that describes your interest in pursuing this position and clearly outlines your qualifications related to performing the duties and responsibilities of the position.
3. [AO 78—Federal Judicial Branch Employment Application](#)
4. Copies of two most recent performance evaluations. (If not available, please provide an explanation in the letter of interest.)

In addition, you will be asked to complete:

1. Supplemental Application Questions
2. Aptitude Assessment (15 Minutes)
3. Personality Assessment (10 Minutes)

Incomplete applications will not be considered.

All information provided by applicant is subject to verification. False statements or omissions of information on any application materials or inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

This office may contact references, including former employers, for top candidates. The Court reserves the right to contact additional references other than those provided by the applicant.

If you need assistance, please email our HR Department at HR_Probation@miwp.uscourts.gov.

The U.S. Probation and Pretrial Services Office for the Western District of Michigan is an Equal Opportunity Employer.