



CAREER OPPORTUNITY

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

SPECIAL OFFENDER SPECIALIST

Announcement #24-08

OPENING DATE:

April 5th, 2024

CLOSING DATE:

Open Until Filled

Priority consideration will be given to those applicants that apply by April 19th, 2024.

SALARY RANGE:

CL 29: \$82,718 - \$134,446

(Table RUS)

LOCATION:

Grand Rapids, MI

PROMOTIONAL OPPORTUNITY:

No Promotional Opportunity.

Temporary promotion may be extended without further recruitment.

AREA OF CONSIDERATION:

Open to all qualified U.S. Probation Officers within the Western District of Michigan.

The United States Probation & Pretrial Services Office for the Western District of Michigan (WD/MI) is accepting internal applications for the position of Special Offender Specialist.

The Special Offender Specialist manages a high risk and/or specialized case load and serves as the district authority on Evidence Based Program (EBP) practices and their relationship to the reduction of recidivism. The Special Offender Specialist position is a temporary promotional opportunity for line officers, not to exceed five (5) years**. The duty station for this position will be based out of the Grand Rapids office.

Summary of Representative Duties

- Perform investigative and supervision responsibilities for offenders/defendants in both general and high-risk/specialized cases.
- Assess offenders'/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 aspects of EBP and offender re-entry.
- Oversee, develop, and implement programs, policies, and trainings related to areas of specialization, including programs focusing on evidence-based practices and appropriate assessment instruments to identify risks, needs, and treatment; including cognitive behavioral therapy, motivational interviewing, and workforce development.
- Assist with STARR implementation and fidelity. May act as a STARR coach, to include serving as lead STARR coach, within the district. Determine and evaluate resources.
- Collect statistical data regarding the evidence-based programs to determine effectiveness and make recommendations to management to improve program outcomes targeting the reduction of recidivism.
- 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 offenders/defendants in areas of specialization.
- 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.
- Schedule and conduct drug use detection tests and DNA collection of offenders/

*The U.S. Courts is an
Equal Employment
Opportunity Employer*

Summary of Representative Duties Cont.

defendants, following established procedures and protocols.

- Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and guideline applications. Maintain detailed records of case activity. Conduct surveillance and/or search and seizure at the direction of the court. May supervise defendants in witness protection programs.
- Serve as the district's in-house expert on the Second Chance Act. Manage the contracting process of procuring and monitoring Second Chance Act programs. Work closely with the contract agencies and service providers to insure compliance with the contract.
- Obtain and maintain necessary contracting officer certifications to manage the financial requirements of the Second Chance Act funds.
- Lead a committee and/or team in area of specialization that conducts strategic planning and program assessment.
- Represent the probation office, the court, and the probation system at meetings, seminars, and conferences involving area of specialization. Conduct periodic internal reviews of the district's intensive supervision cases utilizing quality control measures.
- Develop, evaluate, and act as liaison with community resource agencies essential to the intervention and treatment of persons under supervision; also act as a liaison and maintain cooperative relationships with all components of the criminal justice systems to include federal, state and local law enforcement; correctional institutions; and social service agencies.
- Officer specialists must carry at least a 50 percent caseload, spending at least 50% of their time working with defendants and/or offenders.

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.

Knowledge and Skills:

- Ability to communicate effectively, build and maintain relationships, and foster collaboration and teamwork.
- 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 and skill in investigative techniques and supervision of high-risk cases or cases with specialized needs. Ability to assess risk and apply evidence-based practices.
- Knowledge of sentencing guidelines, statues *Federal Rules of Criminal Procedure*, and applicable case law. Ability to adapt to and apply changes in the law as appropriate.
- 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.
- Thorough knowledge of specialized area as it relates to evidence-based practices and appropriate assessment instruments to identify risks, needs, and treatment; including cognitive behavioral therapy, motivational interviewing, and workforce development (Preferred).

Application Procedures

To be considered, qualified applicants must submit the documents listed below in pdf format via the following link:

[U.S. Probation Officer - Special Offender Specialist #24-08](#)

1. 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.
2. Detailed Resume.
3. [AO 78 - Federal Judicial Branch Employment Application](#).
4. Copies of last two performance evaluations/appraisals. If not available, please provide an explanation in the cover letter.

After uploading the application documents you will be immediately prompted to complete two job assessments that are a required portion of the application process for this recruitment.

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.
- 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.
- Appointment is provisional and retention is contingent upon a favorable suitability determination of the background investigation and will be subject to re-investigation every five years thereafter.
- 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.
- Travel reimbursement in connection with the selection process and/or relocation is not authorized.

******At the end of the temporary promotional period, the employee may be returned to their former line officer position/classification and resume a line officer case load. The employee will be placed at the step that he or 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 promotion will allow the officer to increase his/her high-3 average salary for retirement purposes. The temporary nature of specialist positions does not preclude incumbents from re-applying for the same or other posted specialist positions.