

**UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE  
EASTERN DISTRICT OF ARKANSAS**

**Special Offender Specialist**

**Job Announcement Number: 2013-10**

**2013 Salary Table 01: CL 29, \$65,439 - \$106,399**

**Position Overview:**

The Probation Officer Specialist will function as the Special Offender Specialist for the U.S. Probation and Pretrial Services Office for the Eastern District of Arkansas. Special Offender Specialist is a mission critical, career-path position. The Special Offender Specialist performs duties that involve both general cases and specialized cases involving offenders/defendants with high-risk issues, such as sex offenses, computer-related crimes, mental health treatment, substance and/or alcohol abuse, and financial (white collar) crimes, or have location monitoring conditions. Intensive supervision is required for high-risk offenders/defendants. Work is performed in an office setting and in the community and requires regular contact with persons who have violent backgrounds. Frequent district travel, statewide, and some out-of-state travel is required. Irregular working hours, including weekend work, may be required to support the Court, to assist defendants and offenders, and to protect the community.

**Opening Date:** Wednesday, November 20, 2013

**Closing Date:** Thursday, December 12, 2013 (or until filled\*)

\*Preference will be given to applicants submitted by close of business, Thursday, December 12, 2013. **This position is a transfer opportunity for those who wish to apply.**

**Position Location:** There are three offices within the Eastern District of Arkansas: Little Rock, Jonesboro, and Pine Bluff. The duty station for this position is to be determined.

**Education and Professional Work Experience Requirements:**

A minimum of a baccalaureate degree is required in one of the following academic disciplines: business administration; public administration; judicial administration; counseling; psychology; social work; sociology; criminology; or criminal justice administration. A minimum of three (3) years of specialized experience, including at least one year as a classification level of (CL) 28, as a federal probation or pretrial services officer in the United States Courts is required.

*Specialized experience* is progressively responsible experience in the investigations, supervision,

counseling, and guidance of offenders in community correction, probation, or pretrial services programs. A working knowledge of federal pretrial, pre-sentence, and adult defendant and offender supervision policies and procedures is required, which includes the federal monographs for each specialized unit.

Leadership skills, good analytical skills, good judgement, and a high degree or level of integrity is critical to be successful in the job. Strong verbal and writing skills are required. Competent computer skills in a Windows environment is necessary. Please provide the date of your most recent background investigation in your cover letter.

The October 2009 Judicial Branch Federal Employment (AO-78) application, resume, and a cover letter are required to apply for the Special Offender Specialist position. A letter of interest, and an updated resume are required for those applicants who have an application on file. Electronically transmit your employment packet as a .PDF document to [arepdb\\_HumanResources@arep.uscourts.gov](mailto:arepdb_HumanResources@arep.uscourts.gov). The recruitment period for this position begins Wednesday, November 20, 2013, through the close of business, Thursday, December 12, 2013.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.

An Equal Employment Opportunity Employer

<b>Job Title</b>	Special Offender Specialist	CL - 29
<b>Occupational Group*</b>	Professional Line	

### Job Summary

By statute, the probation/pretrial services officer serves in a judiciary law enforcement position and assists in the administration of justice and promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The Special Offender Specialist performs duties that involve both general cases and specialized cases involving offenders/defendants with high-risk issues, such as sex offenses, computer-related crimes, mental health treatment, substance and/or alcohol abuse, and financial (white collar) crimes or have location monitoring conditions. Intensive supervision is required for high-risk offenders/defendants.

### Representative Duties

- Perform investigative and supervision responsibilities for offenders/defendants in both general and specialized cases. Conduct investigations and prepare reports for the court with recommendations, which require interviewing offenders/defendants and their families, as well as 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 and relevant case law.
- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with offenders/defendants through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- 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.
- 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 home confinement conditions ordered by the court.
- 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 treatment, alternatives, and/or sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare reports of violation matters, and make recommendations for disposition. Testify at court.
- Locate, provide and schedule suitable contract and non-contract services to maximize effectiveness of treatment or services for high-risk offenders/defendants while following established procedures and protocols. Maintain paper and computerized records of results and progress. Respond to judicial officer's request for information and advice. Serve as a resource and expert in high risk issues to staff, line officers, and the court. Maintain detailed records of case activity. Conduct surveillance and/or search and seizure at the direction of the court.
- Apply principles of good supervision by ensuring resources are effectively utilized for those high-risk offenders/defendants that need them most in order to achieve desired outcomes. Follow a balanced supervision plan that is individualized, proportional, purposeful, multi-dimensional, proactive in implementation, and responsive to changes.
- Participate in on-going training and education opportunities to further develop and/or enhance

<b>Job Title</b>	Special Offender Specialist	CL - 29
<b>Occupational Group*</b>	Professional Line	

<p>knowledge, techniques, tools, and skills relating to the investigation, supervision, and treatment practices of high-risk offenders/defendants.</p> <ul style="list-style-type: none"> <li>• Guide, advise, train, and make recommendations to other officers, the court and other individuals regarding treatment issues, monitoring, and course of action. Perform investigative and supervision responsibilities for offenders/defendants with high risk situations or needs. Assist in developing policies and proposals to provide needed services. Train new officers on identification and treatment of offenders/defendants with high risk issues.</li> <li>• Determine and evaluate, on an ongoing basis, the available resources throughout the district in regards to intensive supervision matters. Provide management and staff with ongoing updates related to changes with the intensive supervision offender/defendant population, and with procedural matters related to intensive supervision.</li> <li>• Perform administrative duties regarding treatment services, location monitoring, sex offenses, computer-related crimes, financial, and other high risk issues. Guide the work of staff providing administrative and technical assistance to officers.</li> <li>• Participate in the administrative planning of specialized caseloads. Provide advice, consultation, program vision and direction, and make proposals to the unit executive.</li> </ul>
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**Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)**

<p><b>Probation and Pretrial Services/ Law Enforcement</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the roles and functions of the federal probation/pretrial services office, including knowledge of the legal requirements, practices and procedures used in probation/pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorneys Office, Federal Public Defenders Office, and other organizations.</li> <li>• Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal probation/pretrial services' policies and procedures. Knowledge of surrounding community and available community resources.</li> <li>• Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (such as the National Crime Information Center).</li> <li>• Knowledge of investigative techniques and skill in investigating offenders/defendants' backgrounds, activities, finances and determining legitimacy of their income. Knowledge of the <i>Bail Reform Act</i>. Knowledge of statutes, <i>Federal Rules of Criminal Procedure</i> and applicable case law. Knowledge of changes in the law. Knowledge of techniques in supervising offenders/defendants. Skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Knowledge of legal terminology.</li> <li>• Knowledge of resources, policies, procedures, and protocols in managing cases involving high-risk offenders/defendants. Skill in supervising offenders/defendants in location monitoring, mental health treatment, substance abuse, or other high risk factors. Ability to provide guidance to other officers, the court, and other agencies, regarding high-risk offenders/defendants.</li> <li>• Skill in conducting legal research related to varied, complex, and difficult legal issues while supervising offenders/defendants. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance to conditions of their release. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time frames. Ability to discern deception and act accordingly.</li> <li>• Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.</li> </ul>
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<b>Job Title</b>	Special Offender Specialist	CL - 29
<b>Occupational Group*</b>	Professional Line	

**Judgment and Ethics**

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

**Written and Oral Communication/Interaction**

- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of supervision and investigation.

**Information Technology and Automation**

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative data bases.

**Factor 2 – Primary Job Focus and Scope**

The primary focus of the job is to fulfill statutory requirements to conduct investigations, supervise defendants/offenders, make recommendations to the court, evaluate needs and conditions, and maximize compliance for the purpose of ensuring community safety. A proper recommendation to the court maximizes the protection to the public. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Often the offender/defendant completes the conditions of supervision and becomes a productive member of the community. The specialized programs developed and managed by Special Offender Specialists aid judicial officers in making decisions concerning the offenders'/defendants' specific needs. Successful management of special needs benefits the offender/defendant, family members, employers, and others in the community.

**Factor 3 – Complexity and Decision Making**

The job involves making independent decisions within the context of professional standards, broad policies, and general goals. Probation/pretrial services officers gather and analyze information to determine or recommend the best course of action. Incumbents have the discretion to develop, implement and evaluate programs that relate to intensive supervision. Special Offender Specialists differ from officer positions in that their jobs have greater complexity and require more extensive knowledge in areas of specialization.

**Factor 4A – Interactions with Judiciary Contacts**

The primary judiciary contacts are other probation/pretrial services staff, judicial officers, staff of other court units, the Administrative Office's General Counsel, and the U.S. Sentencing Commission for the purpose of conducting research and investigations and maintaining accurate and up-to-date information in case files.

**Factor 4B – Interactions with External Contacts**

The primary external contacts are offenders/defendants and their families, other government agencies, U.S. Attorney's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public

<b>Job Title</b>	Special Offender Specialist	CL - 29
<b>Occupational Group*</b>	Professional Line	

safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offenders'/defendants' background, obtaining and verifying arrest information, and similar activities. Special Offender Specialists also have contact with drug and alcohol treatment professionals, mental health professionals, and home confinement equipment vendors for the purpose of providing specialized supervision of offenders/defendants. Frequent contacts are also made with BOP Residential Reentry Centers.

**Factor 5 – Work Environment and Physical Demands**

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with persons who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur).