



# U.S. Probation Office Western District of Arkansas

## **Probation Officer Specialist Special Offender Specialist (with emphasis in Cybercrime and Search)**

**ANNOUNCEMENT #:** 24-ARWD-15  
**POSITION TYPE:** Full-time, Permanent (more than one position may be filled)  
**DUTY LOCATION:** Any divisional office within the Western District of Arkansas  
**SALARY RANGE:** CL 29 (\$82,718 - \$134,446) (depending on experience and qualifications)  
**OPENING DATE:** Tuesday, November 26, 2024.  
**CLOSING DATE:** Open Until Filled (Preference will be given to those applications received by Friday, December 27, 2024).  
**OPEN TO:** Current WDAR U.S. Probation Officers

### **POSITION OVERVIEW**

The U.S. Probation Office in the Western District of Arkansas is seeking applications for a Special Offender Specialist with an emphasis in cybercrime and search and seizure. The Special Offender Specialist performs duties that involve both general pretrial services or probation cases and specialized types of offenders/defendants. The incumbent is responsible for matters relating to the effective supervision of probation or pretrial services clients who are high-risk and supervises offenders/defendants with specialized needs in this area. The incumbent serves as the in-house authority on matters relating to cybercrime and search and seizure and provides officer training in this area.

### **SUMMARY OF DUTIES**

- Perform investigative and supervision responsibilities for offenders/defendants in both general cases and specialized cases which include offenders/defendants who are identified as being high-risk to 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.
- Utilize computer forensic, hardware, and software tools to investigate and supervise offenders/defendants. Coordinate the district's internet monitoring program, including installation of software, troubleshooting computer issues, coordinating offender payments, and monitoring offender internet use.
- Assist collecting and preparing digital evidence for forensic examination.
- Coordinate and/or assist in the maintenance, security, and troubleshooting on all hardware and software for forensic tools.
- 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.
- Provide proposals/recommendations for updates or amendments to conditions of supervision for this special offender population.
- Participate in the administrative planning of specialized caseloads. Provide advice, consultation, and program vision and direction and make proposals to the Chief.
- Acknowledges the District as an evidence-based organization and supports evidence-based practices.
- Ensures effective supervision practices are being used consistently and as intended (with fidelity) to produce desired outcomes.
- Utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Serves as a major communication catalyst and as a link between line staff and senior management, assuring implementation of administrative direction while concurrently providing information to senior management for future action.
- Participate on the Action Team and perform secondary duties as needed.
- Other duties as assigned.

#### **REQUIRED EXPERIENCE**

To qualify for this position, a person must have at least three years of specialized experience as a federal probation officer, including at least one year as a CL-28 probation 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.

#### **COURT-PREFERRED COMPETENCIES**

- Strong verbal and communication skills. Ability to effectively convey information orally and in writing.
- Ability to project a calm and professional demeanor while under pressure.
- Ability to inspire others by generating optimism, promoting enthusiasm, and encouraging buy-in.
- Displays integrity and trust. Conducts oneself in a candid, honest, authentic, and reliable manner.
- Ability to build constructive and effective relationships.
- Ability to act in accordance with the court unit's mission, vision, and values.
- Commitment to professional growth, and able to adjust performance in response to feedback.
- Pursues work with energy, perseverance, and a focus on desired outcomes.

As a senior officer, the incumbent will be expected to communicate effectively, lead with maturity and passion, and assist in the professional development of staff. The selected candidate will be expected to demonstrate an understanding of the Charter of Excellence and will exemplify such in their day-to-day behavior.

The incumbent will be required to apply to the Federal Court Leadership Development Program and if selected, participate and complete the program.

#### **APPLICATION PROCEDURES**

Qualified applicants should submit no more than a two-page letter of interest to [jobs@arwd.uscourts.gov](mailto:jobs@arwd.uscourts.gov) with the subject line of "24-ARWD-15 Probation Officer Specialist". The letter of interest should outline what you have done to: 1) Contribute to a positive work culture and environment; 2) Further develop your leadership skills; 3) Develop those officers that are less tenured than yourself and prepare them for leadership opportunities in the future.

The U.S. Probation Office reserves the right to modify the conditions or withdraw this vacancy announcement or fill the position at any time before the closing date, any of which may occur without prior notice. Multiple vacancies may be filled from this announcement. If a subsequent vacancy of the same position and location becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources at [kara\\_pittman@arwd.uscourts.gov](mailto:kara_pittman@arwd.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.

**The United States Probation Office for the Western District of Arkansas is an Equal Employment Opportunity Employer and values diversity in the workplace.**