



U.S. Probation Office Western District of Arkansas

Probation Officer Specialist Special Offender Specialist (with emphasis in Location Monitoring)

ANNOUNCEMENT #: 24-ARWD-14

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 location monitoring. 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 require location monitoring and supervises offenders/defendants with specialized needs in this area. The incumbent serves as the in-house authority on matters relating to location monitoring and provides officer training in this area.

SUMMARY OF DUTIES

- Perform investigative responsibilities for persons under supervision in both general and specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing persons under supervision 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. Monitor all district location monitoring cases for policy and court ordered compliance. 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. Order and maintain equipment and inventory. Verify billing information and payments to vendors and notify officers of offenders who are not in compliance with self-pay.
- 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 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 with the subject line of "24-ARWD-14 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. 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.