



UNITED STATES DISTRICT COURT
U.S. PROBATION OFFICE
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2015-02

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| Position: | REENTRY SPECIALIST |
| Terms of Employment: | Full-time, Excepted Service |
| Classification Level: | Court Personnel System, Classification Level 29 Table N6 - Hawaii Starting salary, dependent on qualifications Grade: CL-29, steps 1-61; Salary range: \$76,474 - \$124,341 <i>*Salary noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA).</i> |
| Who Can Apply: | Open to all current U.S. Probation and Pretrial Services Officers in the Federal Judiciary only. |
| Position Location: | U.S. District Court 300 Ala Moana Boulevard, Room 2300 Honolulu, HI 96850 |
| Closing Date: | Position open until filled. Priority consideration for applications received by 4:00pm, February 17, 2015. |

The United States Probation Office in the District of Hawaii is a career organization focused on providing exceptional service to the court, members of the legal community and the general public. Currently, we are seeking applicants for a full-time **Reentry Specialist** position.

REPRESENTATIVE DUTIES:

- Perform investigative and supervision responsibilities for offenders in both general and specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized case by interviewing offenders 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.
- Serve as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding issues relating to the area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders with high-risk and/or specialized needs.
- Develop and maintain a professional relationship with employers, community organizations, and other government agencies. Create offender advancement plans to determine suitable jobs or career paths. Conduct or participate in career or job fairs that bring employers into contact with groups of offenders. Establish and maintain relationships with local employers to promote consideration of offenders for hire.
- Evaluate, analyze, and identify needs of offenders relative to employment, GED and vocational training, housing and medical services, and present proposals to provide services. Counsel and assist offenders with job selection, career planning, and transition. Assess interests, aptitudes, and abilities to steer the offender toward education, training and career opportunities. Monitor offender progress and compliance to evaluate effectiveness of the programs and for future planning.
- 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 in area of specialization. Provide management and staff with ongoing updates related to changes with this offender population.

- 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 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.
- Analyze and resolve disputed issues involving offenders and present unresolved issues to the court for resolution. Assess offenders' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Provide proposals/recommendations for updates or amendments to conditions of supervision for this special offender population.
- Perform program administration duties regarding area of specialty to include program reviews, status reports to management, and liaison to Administrative Office program representatives and contract vendors.
- Act as a resource to the Court, at all levels of the judicial process, providing information and recommendations regarding defendants/offenders in area of specialty coming before the Court. Maintain presence and participation in regional networks and develop working relationships with a goal of sharing resources and training opportunities.
- Anticipate, originate, recommend, develop, implement and manage policies and procedures relating to area of specialization for the district. Regularly evaluate local policy and procedures to ensure compliance with applicable portions of the *Guide to Judiciary Policy*.
- Perform administrative duties regarding Workforce Development initiatives.
- Perform other duties as assigned.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):

- Knowledge of the roles and functions of the federal probation offices, including knowledge of the legal requirements, practices and procedures used in probation and parole. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, contractors and other organizations.
- 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 and parole policies and procedures. Skill in conducting legal research related to varied complex and difficult legal issues related to supervision. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking.
- Knowledge of investigative techniques and skill in investigating defendants/offenders' backgrounds, activities, finances and determining legitimacy of their income. Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law. Knowledge of changes in the law. Knowledge of techniques in supervising defendants/offenders. Skill in supervising defendants/offenders, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Knowledge of legal terminology.
- Skill in dealing with violent and/or difficult people. Skill in counseling defendants/offenders 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.
- Skill in conducting legal research related to complex and difficult legal issues while supervising offenders who are high risk or have specialized needs. 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 to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines in complex cases. Ability to discern deception and act accordingly. Ability to follow safety procedures.
- 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.

QUALIFICATIONS:

To qualify for the position of Reentry Specialist, the applicant must be a U.S. Probation Officer with at least three years of specialized experience, including at least one year as a CL-28. This position requires considerable technical expertise in the general work of probation officers. Qualified applicants must also have some knowledge of current research, programs, and practices of dealing with high risk cases.

Specialized experience is defined as progressively responsible experience gained after completion of a Bachelor's degree, in such fields as probation, pretrial services, parole, correction, criminal investigations, or work in substance/addiction treatment.

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit all of the following documents:

- 1) Cover letter which clearly outlines your professional qualifications, skills and experience that demonstrate your ability to perform the duties of the position'
- 2) An updated resume;
- 3) [Judicial Branch Federal Employment application \(AO-78\)](#), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous"
- 4) Copies of two most recent performance evaluations; and
- 5) Three professional references

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit documents electronically via email to: Careers@hip.uscourts.gov with subject line: *VA 15-02 Reentry App (your name)*.

All application information is subject to verification. Only qualified applicants will be considered for this position.

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii, U.S. Probation Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position 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.

AN EQUAL OPPORTUNITY EMPLOYER