



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

VACANCY ANNOUNCEMENT
NO. 2015-03

Position:	PROBATION OFFICER 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 **Probation Officer 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 in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders in high-risk cases.
- 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, and with procedural matters related to aftercare.
- 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.

- 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 location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- 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.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders' 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.
- Locate, provide, and schedule suitable contract and non-contract services to maximize effectiveness of treatment or services for high-risk offenders 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.
- Participate in on-going training and education opportunities to further develop and/or enhance knowledge, techniques, tools, and skills relating to the investigation, supervision, and treatment practices of high-risk offenders.
- Perform administrative duties regarding mental health treatment, substance abuse, 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.
- Apply principles of good supervision by ensuring resources are effectively utilized for those high-risk offenders that need them most in order to achieve desired outcomes.
- Perform other duties as assigned.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):

- Knowledge of the roles and functions of the federal probation office, 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, and other organizations relating to area of specialization.
- Knowledge of resources, policies, procedures, and protocols in managing cases involving high-risk offenders. Skill in supervising offenders 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. Knowledge of *U.S. Sentencing Guidelines* and related appellate case law.
- Knowledge of investigative techniques and skill in investigating offenders' backgrounds, activities, finances and determining legitimacy of their income. Knowledge of negotiation and motivation techniques.
- 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 in the area of specialization, and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of sentencing guidelines, statutes, Federal Rules of Criminal Procedure and applicable case law. Knowledge of legal terminology. Ability to apply changes in the law as appropriate. Knowledge of techniques in supervising offenders who are high-risk or have specialized needs. Skill in supervising offenders with specialized needs, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior.

- Skill in conducting legal research related to varied, complex, and difficult legal issues while supervising offenders. 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. Ability to follow safety procedures. Ability to discern deception and act accordingly.
- Ability to compile and summarize information (such as background checks and criminal histories) within established time frames.
- 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 Probation Officer 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. Experience enforcing court-ordered supervision conditions and implementing supervision strategies preferred.

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 (*name and contact information only; no letters*)

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 15-03 Officer Specialist 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.

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