

**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF WEST VIRGINIA**

VACANCY ANNOUNCEMENT #2015-09

POSITION TITLE: Special Offender Specialist/Lead Firearms Instructor

SALARY RANGE: Target Grade - CL 29

OPENING DATE: July 1, 2015

CLOSING DATE: Open until filled. Applications received by COB on July 17, 2015 will be given priority consideration.

The U.S. Probation Office for the Northern District of West Virginia is seeking a Special Offender Specialist/Lead Firearms Instructor. The Special Offender Specialist performs duties that involve both general cases and specialized cases and is responsible for administering the district firearms program.

In addition to the representative duties of a Probation/Pretrial Services Officer, the Special Offender Specialist/Lead Firearms Instructor will perform the following duties:

Additional Duties/Responsibilities:

- Perform investigative and supervision responsibilities for offenders/defendants in both general cases and specialized cases involving offenders/defendants with high-risk issues, such as mental health treatment, substance and /or alcohol abuse, sex offenses, computer related crimes and financial (white collar) crimes or have location monitoring conditions. Intensive supervision is often required for high-risk offenders/defendants.
- 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. Serve as a resource and expert in high risk issues to staff, line officers, and 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 outcome. Follow a balanced supervision plan that is individualized, proportional, purposeful, multi-dimensional, proactive in implementation, and responsive to change.
- 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.

- 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/defendants.
- 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.
- Responsible for administering the district firearms program and recommends improvements to the Chief Probation Officer, Deputy Chief Probation Officer and Assistant Deputy Chief Probation Officer.
- Develops and maintains a current inventory of district weapons, program equipment, and supplies in accordance with national and local policy.

Qualifications:

Minimum Qualifications - Completion of a bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business or public administration which provides evidence of capacity to understand and apply the legal requirements and human relations skills involved in the position is required for all probation and pretrial services officer positions.

To qualify at the CL 29 level, the applicant must have two years of specialized experience including at least one year as a CL 28 U.S. Probation/Pretrial Services Officer in the U.S. Courts. Officers who do not meet the requirements for CL 29 may apply and will be classified at a lower grade until they meet the requirements for CL 29.

Specialized experience is progressively responsible experience and/or knowledge in the fields of pretrial and presentence investigations and pretrial and post-conviction supervision in the United States Probation/Pretrial Office gained after completion of a bachelor's degree.

Required Skills/Experience:

In addition to the requirements, skills and experience of a USPO, applicants must possess the following:

- Thorough knowledge of firearms and ongoing developments in firearms safety and training.
- Must successfully complete the Probation and Pretrial Services Divisions' Firearms Instructor school and be certified with re-certification every five years and maintain instructor level status.
- Build and maintain effective work relationships with peers and management.

- Communicate effectively, both verbally and in writing, and contribute to a positive work environment.
- Display time management skills, be detail-oriented and have the ability to handle multiple tasks simultaneously.

Background Investigation, Drug Screening, Medical Standards

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for background reinvestigation apply. The Chief U.S. Probation Officer may at his discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines.

Application Procedure:

To apply for this position, qualified candidates must submit:

- a completed standard form, AO 78, Application for Judicial Branch Federal Employment (can be downloaded <http://www.uscourts.gov/uscourts/formsandfees/forms/AO078.pdf> or the form may be requested via telephone at 304-234-0399)
- a resume
- a college transcript
- Letter of interest and detailed personal goals should he/she be selected for this position.

Please mark your documents "*confidential*" and send to:

Terry L. Huffman, Chief U.S. Probation Officer
United States Probation Office
P.O. Box 248
Wheeling, WV 26003