

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

VACANCY ANNOUNCEMENT #2015-05

POSITION TITLE: Special Offender Specialist/District Safety Officer

SALARY RANGE: CL 29/Step 1 to CL 29/Step 61

OPENING DATE: May 12, 2015

CLOSING DATE: Open until filled. Applications received by COB on May 21, 2015 will be given priority consideration.

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

In addition to the representative duties of a Probation/Pretrial Services Officer at Level CL 28, the Special Offender Specialist/District Safety Officer 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 safety 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 all safety equipment and supplies.
- Maintains detailed recordkeeping of all safety training for the district and individual employees.

Qualifications:

CL-29 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.

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 required skills of USPO, CL 28, applicants must possess the following:

- Thorough knowledge of defensive tactics and safety programs and ability to identify and evaluate safety needs, develop proposals, implement programs, conduct training and provide consultation.
- Must successfully complete the Probation and Pretrial Services Divisions' Initial Safety Instructor Class (ISIC) and be certified with re-certification every five years.
- Build and maintain effective work relationships with peers and management.
- Communicate effectively 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 below or the form may be requested via telephone at 304-234-4681 <http://www.uscourts.gov/forms/human-resources-forms>)
- 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