



**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF WEST VIRGINIA
VACANCY ANNOUNCEMENT/POSITION OVERVIEW**

POSITION TITLE: Special Offender Specialist

DUTY STATION: Wheeling, West Virginia

SALARY RANGE: Target Grade - CL 29

OPENING DATE: September 3, 2019

CLOSING DATE: Open until filled. Applications received by COB on September 13, 2019, will be given priority consideration.

ANNOUNCEMENT NO: 2019-08

The U.S. Probation Office for the Northern District of West Virginia is seeking a Special Offender Specialist. The Special Offender Specialist performs duties that involve both general cases and specialized cases and is responsible for administering the Drug Court Program for the Wheeling, West Virginia, point of holding court.

In addition to the representative duties of a Probation/Pretrial Services Officer, the Special Offender Specialist 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.
- Recommend candidates for the Drug Court Program and supervise all Drug Court Program participants to achieve program goals. Ensure effective communication between the treatment providers and the Drug Court Program Team. Regularly monitor, report on the progress and prepare reports for court meetings on all individual participants in the Drug Court Program. Attend all Drug Court Team meetings and court hearings, including all status conferences held for the individual participant.
- 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, consistent with the Drug Court Program that is individualized, proportional, purposeful, multi-dimensional, proactive in implementation, and responsive to change.

- 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.
- 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.

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, applicants 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. Specialized experience 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 cases that have location monitoring conditions is preferred.

Required Skills/Experience:

Applicants must possess the following:

- Thorough knowledge of treatment facilities, contract and non-contract agencies and a demonstrated skill in supervising offenders with specialized needs/situations such as, substance abuse, mental health, etc.
- The selected candidate will be expected to demonstrate an understanding and exemplify the Charter for Excellence in all aspects of this position.
- 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, he/she 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 304-234-0399 <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.
- any additional education and/or experience relevant to the duties of this position.

Please mark your documents “*confidential*” and send to:

Kelly Fry
HR Administrator
United States Probation Office
P.O. Box 248
Wheeling, WV 26003