

**United States Probation and Pretrial Services Office, Eastern District of Arkansas**

**Re-Entry Specialist**

**Job Announcement Number: 2012-07**

**CAREER OPPORTUNITY**  
2012 Salary Schedule Table 01:  
CL 29: \$65,439-\$106,399

**Position Overview:**

The Probation Officer Specialist will function as the Re-Entry Specialist for the United States Probation and Pretrial Services Office, Eastern District of Arkansas. The Re-Entry Specialist is a mission critical, career-path position. The incumbent will manage a caseload and serve as the in-house authority and expert regarding all aspects of Re-Entry, Workforce Development, and Employment readiness. This position is assigned to the Little Rock office. District and statewide travel, and some out-of-state travel is required. Irregular working hours, including weekend work, may be required to support the Court, to assist defendants and offenders, as required to protect the community.

**Opening Date:** Thursday, April 12, 2012

**Closing Date:** Friday, April 27, 2012

**Position Location:** This position will be assigned to the Little Rock office.

**Education and Professional Work Experience Requirements:**

A minimum of a baccalaureate degree is required in one of the following academic disciplines: business administration; public administration; judicial administration; counseling, psychology; social work; sociology; criminology; or criminal justice administration. A minimum of three (3) years of specialized experience, including at least one year at classification level (CL) 28, as a federal probation/pretrial services officer in the United States Courts is required.

Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of defendants and offenders in community correction, probation, or pretrial services programs.

A working knowledge of federal pretrial, pre-sentence, and adult defendant and offender supervision policies and procedures is required, which includes the federal monographs for each specialized unit. Leadership skills, good analytical skills, good judgment, and a high degree or level of integrity is critical to be successful in the job.

Strong verbal and writing skills are required. Leadership skills, analytical ability, good judgment, and a high degree of integrity are critical to be successful in the job. Competent computer skills in a windows environment are necessary.

The incumbent must be a **current** Federal Probation/Pretrial Services Officer in good standing. This includes consistent high quality past job experience/performance and an attendance record that indicates reliability.

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**Preferred Skills and Qualifications:**

Completion of an advanced degree from an accredited university is preferred. Additional preferred skills include fluency in a foreign language, proficiency in Microsoft word, licensure or certification in a behavior science (LSMSW, CADAC, LPC, etc.).

**Background Investigation and 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. The Chief U.S. Probation Officer may review the most recent reinvestigation report completed on behalf of the officer.

**Application Procedures:**

Applicants must submit a cover letter, the October 2009 Judicial Branch Federal Employment (AO-78) application, copies of your last two performance evaluations, and detailed resume. Access and download the complete position description, the employment application, and this announcement by visiting the careers page at <http://www.arep.uscourts.gov>. Electronically transmit your application documents to [janice\\_edmon@arep.uscourts.gov](mailto:janice_edmon@arep.uscourts.gov).

**The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice. Hiring may be constrained by budgetary considerations.**

An Equal Employment Opportunity Employer

**United States Probation and Pretrial Services Office, Eastern District of Arkansas**

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<b>Job Title</b>	Re-Entry Specialist, Classification Level 29
<b>Occupational Group</b>	Professional Line (Law Enforcement)

**Job Summary**

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise defendants and offenders, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officer specialists perform duties that involve both general pretrial services or probation cases and specialized types of defendants and offenders. The Re-Entry Specialist will serve as the in-house authority and expert regarding all aspects of Re-Entry, Workforce Development, and Employment readiness.

**Education and Professional Work Experience Requirements**

A minimum of a baccalaureate degree is required in one of the following academic disciplines: business administration; public administration; judicial administration; counseling; psychology; social work; sociology; criminology; or criminal justice administration. A minimum of three (3) years of specialized experience, including at least one year at classification level (CL) 28, as a federal probation\pretrial services officer in the United States Courts is required.

Knowledge and information regarding recruitment strategies, job skill training resources, placement resources, and employment trends is needed. Financial management and procurement experience is essential. Experience in contract development and negotiations, monitoring services, and assessment is needed.

A working knowledge of federal pretrial, pre-sentence, and adult defendant\offender supervision policies and procedures is required, which includes the federal monographs for each specialized unit. Leadership skills, good analytical skills, good judgment, and a high degree or level of integrity is critical to be successful in the job.

**Re-Entry Specialist Job Duties and Responsibilities**

Utilize evidence-based practices in all areas of re-entry, workforce development, and employment operations.

Evaluate, analyze, and identify needs of defendants and offenders relative to employment, GED and vocational training, housing and medical services, and present proposals to provide services.

Develop a program to collect data on available resources, assess the information collected, develop\design a plan, and implement the plan to achieve program objectives.

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Present resource and program proposals designed to enhance the desired outcomes of supervision for agency approval.

Track developments in the law to update the Court and staff.

Enforce court-ordered supervision components and implement supervision strategies. Maintain a working knowledge regarding new policies, procedures, administrative practices, and trends regarding re-entry and employment, as well as Eighth Circuit Case Law affecting the supervision of defendants and offenders.

Serve as liaison in specialized area to related court units, other professionals, the general public, as well as provide training to offenders and other entities as needed.

Identify and utilize resource programs, provide district wide training to staff to optimize those programs.

Participate in administrative level planning. Provide advice, consultation, and program direction. Provide ongoing monitoring of resources and program utilization. Will propose program updates and procedures as needed.

Develop and maintain a professional relationship with defendants\offenders, employers, community organizations, and other government agencies. Create defendant and 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.

Conduct investigations and prepare reports for the court with recommendations, which will require interviewing offenders/defendants and their families, as well as 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.

Maintain personal contact with defendants and offenders through home visits, office, community and telephone contacts. Investigate employment, sources of income, lifestyle, and associates to assess risks and compliance.

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Ability to apply counseling and career development theories and techniques in order to assist defendants/offenders with job selection, career planning, and transition. Assess interests, aptitudes, and abilities to steer the offender toward education, training and career opportunities.

Instruct defendants and offenders in resume writing, job search and interviewing techniques, workplace decorum, and acceptable work-related attitudes and behaviors.

Manage the contracting process of procuring and monitoring Second Chance Act programs. Work closely with the contract agencies and service providers to insure compliance with the contract.

Extend technical assistance to contract agencies and service providers in areas such as program operation procedures, case management, and casework. Conduct monitoring visits of contract agencies and service providers as written in the national policy.

Supervise a reduced case load that may include Location Monitoring cases.

Perform other duties as assigned.

**Factor 1: Required Competencies (Knowledge, Skills, and Abilities)**

**Probation, Pretrial Services and Law Enforcement**

Broad knowledge of the criminal justice system. Thorough knowledge of evidence based practices and possess the ability to utilize empirical evidence in program management. Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. 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.

Knowledge of judicial processes and procedures relative to an officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal pretrial services, probation and parole policies, and procedures.

Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (such as the National Crime Information Center).

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Knowledge of investigative techniques and skill in investigating defendants' and offenders backgrounds, activities, finances and determining legitimacy of their income. Knowledge of the *Bail Reform Act*. 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 and offenders. Skill in supervising defendants and offenders, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Knowledge of legal terminology.

Skill in conducting legal research related to varied complex and difficult legal issues, related to sentencing and supervision. 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/defendants to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines. 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. 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. Skill and ability in developing and conducting effective training programs. Ability to provide guidance to other officers, the court, and other agencies regarding area of expertise.

**Judgment and Ethics**

Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

**Written and Oral Communication/Interaction**

Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants.

Ability to interview and establish rapport with contacts at collateral agencies, defendants and offenders and their families and support systems, and others for the purpose of supervision and investigation.

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**Information Technology and Automation**

Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, compile criminal history information and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.

**Factor 2: Primary Job Focus and Scope**

The primary focus of the job is to fulfill statutory requirements to conduct pretrial and pre-sentence investigations, supervise offenders/defendants, make recommendations to the court, evaluate needs and conditions and maximize compliance for the purpose of ensuring community safety. A proper recommendation to the court maximizes the protection to the public.

Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Often the offender or defendant completes the conditions of supervision and becomes a productive member of the community.

The specialized programs developed and managed by the Re-Entry Specialist aids the judicial officers in making decisions concerning the defendant's or offender's specific needs. Successful management of special needs benefits the offender or defendant, family members, employers, and others in the defendants and offender's community.

**Factor 3: Complexity and Decision Making**

The job involves making independent decisions within the context of professional standards, broad policies, and general goals. Probation/pretrial services officers at this level gather and analyze information to determine or recommend the best course of action. Officer Specialists at this level of function differ from Officer positions in that their jobs have greater complexity and require more extensive knowledge in an area of specialization.

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The job involves making independent decisions within the context of professional standards, broad policies, and general goals. The incumbent gathers and analyzes information to determine or recommend the best course of action. Management of defendants and offenders with specialized needs is in itself complex and often controversial.

Determining the effectiveness of programs, in conjunction with other professional personnel is also difficult. Staying abreast of developments in concentrated area adds to the complexity of this position. The incumbent requires minimal supervision in most areas. Scheduling and completion of work in a timely manner is expected.

**Factor 4: Work Parameters**

The incumbent requires minimal supervision. This position will conduct research, develop proposals, and implement a district-wide plan for employment and other counseling services and programs. Research and development includes an assessment to identify problems and to recommend solutions to achieve appropriate, cost-effective offender re-entry and employment programs for the district.

The incumbent works within a specified or negotiated time frame for assignments or projects. The person in this position has the discretion to make informed decisions and feasible recommendations. The incumbent's recommendations are usually accepted.

**Factor 5A: Interactions with Judiciary Contacts**

The primary judiciary contacts are other probation/pretrial services staff, judicial officers, staff of other court units, the Administrative Office's General Counsel, and the U.S. Sentencing Commission for the purpose of conducting research and investigations and maintaining accurate and up-to-date information in case files.

Regular contact with judges and other court personnel is needed to gather information, as well as to provide consultation concerning specialized programs and services.

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**Factor 5B: Interactions with External Contacts**

The primary external contacts are: defendants\offenders and their families; other government agencies; U.S. Attorney's Office; Federal Public Defender's Office,;U.S. Marshal; Bureau of Prisons; Parole Commission; attorneys; public safety/law enforcement officials; prospective employers, employment counselors and placement specialists, and other members of the community. The incumbent will utilize these resources to investigate a defendant's\offender's background to obtain and verify arrest information, and other activities.

**Factor 6: Work Environment and Physical Demands**

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with persons who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur).

Field visits to defendants\offenders and the families of defendants\offenders will require travel to areas known for high crime and violence. Defendants\Offenders and their family members are often hostile toward the incumbent. Interaction with special needs offenders such as those with mental or substance abuse problems may expose the incumbent to potential danger.