

UNITED STATES DISTRICT COURT
DISTRICT OF COLUMBIA
PROBATION OFFICE

GENNINE A. HAGAR
CHIEF UNITED STATES PROBATION OFFICER



E. BARRETT PRETTYMAN U.S. COURTHOUSE
333 CONSTITUTION AVENUE, N.W., SUITE 2214
WASHINGTON, D.C. 20001-2866
TELEPHONE (202) 565-1300

JOB OPPORTUNITY

Announcement Number: 12-DC-03

Position Title: Probation Officer Specialist

Area of Specialization: Mental Health and Contracting

Salary Range: CL 29 (\$71,205 - \$115,776)

Position Location: Washington, D.C.

Open Date: Friday, June 8, 2012

Closing Date: Friday, June 15, 2012

Area of Consideration: Open to current U.S. Probation Officers only.

Requirement: Three-year commitment is required.

How to Apply: To be considered for this “at will” position, applicants **must** submit the following:

- Cover letter
- AO-78, Federal Judicial Branch Application for Employment, which can be found on our website <http://www.dcp.uscourts.gov> or downloaded from <http://www.uscourts.gov>
- Copy of last two annual performance appraisals. If appraisals are unavailable, please provide an explanation.

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Failure to submit a complete application package will result in immediate disqualification. Incomplete applications or resumes will not be considered, returned or retained. Only one application per candidate will be accepted for this announcement. Due to the anticipated volume of applications, only applicants selected for an interview will be notified.

Applications may be mailed or hand delivered to:

Gennine A. Hagar, Chief
United States Probation Officer
United States Probation Office
333 Constitution Avenue, NW, Suite 2214
Washington, DC 20001
Reference Announcement #: 12-DC-03

or emailed to: jobs@dcp.uscourts.gov

Agency Contact Person: Marion L. Boulden
Administrative Assistant to the Chief
United States Probation Officer/HR Specialist
(202) 565-1355

RESPONSIBILITIES:

- Conduct investigations and prepare reports for the court with recommendations, which 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.
- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and 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

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- problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
 - 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 home confinement conditions ordered by the court, and some districts may perform home confinement reintegration on behalf of the Bureau of Prisons.
 - Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of controlling and correcting risk management strategies.
 - Participation in on-going training and education opportunities to further develop and/or enhance techniques and skills relating to defendants/offenders investigation and supervision practices.
 - Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.
 - Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding their designated area of specialty. Perform investigative and supervision responsibilities for defendants/offenders with specialized situations or needs.
 - Perform administrative duties regarding area of specialty.
 - Provide consultation to judges and probation staff concerning contracted service programs.
 - Consult with the court and staff to determine if there is a need to conduct a local psychological examination of the defendant/offender. Coordinate completion of said studies.

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- Serve as liaison in specialized areas to other court units and the public.
- Identify and evaluate district's need for specialized mental health programs which may include research studies and reports as to the nature and extent of mental health disabilities.
- Assist probation officers in utilization of specialized programs and conducts or arranges training for staff.
- Consult with the court and staff regarding appropriate course of treatment and/or planned action in mental health cases.
- Negotiate and monitor contracts for specialized services. Monitoring includes maintaining records of treatment and on-site visits to contractors, reviewing bills submitted by contractors and maintaining an operating budget.
- Serve as the backup to the supervisory probation officer, as needed.
- Other duties as assigned. Some duties may be reassigned to other officers at the discretion of the supervisor, deputy chief, or chief probation officer.

JOB REQUIREMENTS: Broad knowledge of criminal justice system. Thorough knowledge of federal probation and parole legal requirements, policies and procedures. Thorough knowledge of specialized area (mental health and contracting). Expert knowledge of resources available in specialized area. Ability to identify and evaluate needs, develop proposals, implement programs, and negotiate and monitor contracts. Ability to effectively communicate orally, and in writing, with persons such as judicial officers, attorneys, and law enforcement personnel. Ability to conduct training and provide consultation. Ability to interview persons with various backgrounds, their families and others in the community to obtain the information needed. Ability to write in a clear, concise, and grammatically correct manner. Ability to work under deadlines, organize work load, and manage work teams is essential. Ability to oversee the work of a team through coordination, delegation and accountability. Ability to perform specified managerial duties in the absence of the unit supervisor.

REQUIRED EDUCATION: Completion of a bachelor's degree from an accredited college or university in a related field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, and is required for all probation officer positions. Advanced degrees are desirable.

SPECIALIZED EXPERIENCE: This position is open to current United States Probation Officers with three years of specialized experience as a United States Probation

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Officer, including one year of experience at the CL 28 level as a probation/pretrial services officer in the U.S. Courts.

PREFERRED EXPERIENCE: Applicants possessing experience providing/administering mental health treatment services, contracting, and procurement is preferred.

EMPLOYEE BENEFITS: Employees of the United States Probation Office are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, long-term disability insurance, 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the District of Columbia currently offers a flexible work schedule program, an onsite physical fitness facility, public transportation vouchers (SmartBenefits), and an employee recognition program.

CONDITIONS OF EMPLOYMENT: A federal United States Probation Officer must have a completed and successful background check, which is required for employment. Re-investigations are conducted every five years. Applicants considered for this position will undergo random drug screening throughout the term of employment.

Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the District of Columbia.

A complete position description is available in the United States Probation Office for the District of Columbia.

Each recipient of Federal wage, salary, or retirement payments shall designate one or more financial institution or other authorized payment agents and provide the payment certifying or authorizing agency information necessary for the recipient to receive electronic funds transfer payments through each institution so designated, pursuant to the Federal Financial Management Act of 1994 [Title V, Section 402, section 333.2].

United States Citizenship is required for consideration for this position.