



**U.S. Probation & Pretrial Services
District of Maine**

VACANCY ANNOUNCEMENT

Announcement Number: MEP-16-03
Position: U.S. Probation Officer Specialist (Investigations)
Salary Range: CL 29 (\$67,537 - \$109,801 – Bangor)
CL29 (\$73,940 - \$120,210 – Portland)
Position Location: Portland or Bangor, Maine
Opening Date: Thursday, June 2, 2016
Closing Date: Friday, July 1, 2016

The U.S. Probation & Pretrial Services 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.

Area of Consideration: **This position is open to current U.S. Probation & Pretrial Services Officers.**

Position Overview

The U.S. Probation & Pretrial Services Office for the District of Maine includes locations in both Portland and Bangor. This position can be located in either the Portland or Bangor office.

By statute, the probation/pretrial services officer serves in a judiciary law enforcement position, assists in the administration of justice and promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. Officer specialists manage a caseload that includes a significant proportion of offenders/defendants of a specialized type, and serve as local experts on cases of this type. The Investigations Specialist serves as the district's authority on presentence investigations and sentencing guidelines. Probation and pretrial services officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff

Duties and Responsibilities

- Perform investigative and supervision responsibilities for defendants/offenders in both general and specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/defendants and their families and 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 in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with special needs.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization. Provide management and staff with ongoing updates related to changes with this offender/defendant population.
- 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 problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- 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 location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Serve as district authority on sentencing and sentencing guidelines issues. Maintain current knowledge of case law and Sentencing Commission, Administrative Office, and local policies and procedures pertaining to sentencing. Maintain up-to-date district-wide resource materials relating to the sentencing process.
- Train district staff, law enforcement agencies, U.S. Attorney's staff, and/or defense attorneys on sentencing guidelines and sentencing matters, including new developments in sentencing issues, guideline amendments, case law, etc.

- Serve as the lead with district presentence groups by conducting regularly scheduled meetings. Serve as the group's representative to management and address any group issues of concern during management meetings.
- Complete presentence investigations for cases involving extremely complex issues and/or cases of unusual notoriety (e.g., white collar, organized crime, large conspiracy drug cases, and criminal organizations).
- Conduct the investigation on the lead and/or the "most culpable" defendant in multi-defendant cases and coordinate the preparation of the offense conduct section of the presentence reports in applicable cases. Coordinate the preparation of the victim impact portion of the presentence report in multi-defendant cases when assigned lead responsibilities in such cases.
- Serve as an expert in the use of Westlaw and Lexis and act as trainer for district staff in research procedures. Serve as district representative/liaison with Westlaw and Lexis.
- Demonstrate and maintain proficiency in financial investigation techniques and assist other officers with these matters, as requested. Maintain resource materials for the district relating to financial investigations. Train district staff on financial matters.
- Serve as resource to SUSPOs by reviewing presentence reports and/or sentencing litany prepared by officers, and make appropriate recommendations for addressing any performance review concerns.
- Update policy and procedures related to the investigation and preparation of presentence reports and provide related training to staff at least annually.
- 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.
- Participate in the administrative planning of specialized caseloads. Provide advice, consultation, and program vision and direction and make proposals to the Chief.
- Serve as a consultant to SUSPOs by managing assignments and to USPOs as problems arise during the course of the investigation and/or during the preparation of the presentence report, in the absence of, or at the request of a SUSPO.
- Works collaboratively with other specialists for district program development and in an effort to enhance the interaction between the investigations unit and the supervision unit to strengthen the district as a whole.

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 for CPS Classification Level 29, an applicant must have three years of specialized experience, including at least one year as a CL 28 Probation/Pretrial Services Officer in the U.S. Courts. Officers who do not meet the requirements for CL29 may apply and will be classified at a lower grade until they meet the requirements for CL29.

Preferred Qualifications: Three years of specialized experience, which includes progressively responsible experience gained after completion of a bachelor's degree in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in a treatment capacity.

Specialized Experience

Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations or work in treatment capacity. The successful candidate must have a proven track record of technical excellence in investigations or supervision, as well as excellent interpersonal skills and excellent verbal and written communication skills. He/She must have the ability to manage multiple tasks, prioritize work effectively, and meet deadlines.

Application Procedure

Qualified applicants should submit:

1. Cover letter highlighting:
 - a. specific skills and experience he/she would bring to the position;
 - b. views on how he/she would work with other program specialists (e.g.: EBP, Treatment, Re-entry, LM and or Sex Offender) to strengthen the investigations unit and the district as a whole; and
 - c. views on what he/she needs to improve upon to be a successful investigations specialist, and what steps he/she plans to take to accomplish that goal.
2. Detailed resume; and
3. Copy of most recent performance appraisal.

All documents should be combined and emailed as one PDF attachment. Please enter "USPO Investigations Specialist" in the email subject line. Application deadline is prior to close of business on Friday, July 1, 2016. Send via email to:

Diane Ford, HR Specialist
Apply_Investigations@mep.uscourts.gov

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