



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

VACANCY ANNOUNCEMENT

Announcement Number: MEP-16-02
Position: U.S. Probation Officer Specialist (Sex Offender)
Salary Range: CL 29 (\$67,537 - \$109,801)
Position Location: Bangor, Maine
Opening Date: Friday, July 15, 2016
Closing Date: Open Until Filled (Applications preferred by August 8, 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 is located in the Bangor office. Bangor is located in central Maine, 130 miles north of Portland, and is the gateway to Downeast Maine, the Acadia Region (including Bar Harbor and Acadia National Park), Baxter State Park, the Penobscot Bay Region, and Nova Scotia, Canada. Bangor is the state's 3rd largest city, with a population of approximately 32,000, and has a rich history dating back to the 1600's. The Bangor area offers many recreational activities including access to dozens of lakes and streams with superior fishing; the Gulf of Maine's coastline and many islands, including lobstering and fishing communities; hiking, biking and camping; and a wide range of winter sports including skiing/snowboarding, snowmobiling, ice fishing, and snowshoeing.

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice. The officer 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 Special Offender Specialist performs duties that involve both general pretrial services or probation cases and specialized types of offenders/defendants.

The Special Offender Specialist is responsible for sharing the program oversight and development of the district's sex offender program, including the investigation and supervision of sex offenders with high-risk issues; intensive supervision is often required for the high-risk offenders in this category. The incumbent serves as the in-house authority on matters relating to sex offenders and provides officer training in this area. 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

- Performs investigative and supervision responsibilities for defendants/offenders in both general and specialized cases. Conducts 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 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.
- Enforces court-ordered supervision components, and implements individual-focused supervision treatment strategies for optimum results. Assesses offenders' level of risk and develops a blend of strategies for controlling or correcting risk management to reduce violations and/or recidivism. Supervises a general caseload and a specialized caseload of high risk sex offenders.
- Consults with line officer staff concerning sex offender cases and sex offender treatment services. Coordinates district-wide sex offender treatment services contracting and placement of offenders in treatment services. Coordinates monitoring and evaluating effectiveness of sex offender treatment services. Serves as the liaison to the Bureau of Prisons and community corrections centers for offenders with sex offenses.
- Works collaboratively with treatment services specialist to coordinate treatment services contracting and monitoring activities, including review and oversight of vendor invoicing.
- Works collaboratively and effectively with other special offender specialists to insure proper supervision of sex offenders pursuant to national and local policies.
- Maintains records and coordinates sex offender polygraphs conducted regularly by contract vendors.
- Acts as a resource for management in the formulation, implementation, and assessment of office practices, policies, and procedures in the area of specialty. Develops and prepares written procedures to ensure overall understanding and consistency in the supervision of sex offenders within the district.
- Participates in the administrative planning of specialized caseloads. Provides advice, program vision and direction to management on modifications to the program with the intent of improving services to the Court.
- Anticipates, originates, recommends, develops, implements, and manages policies and procedures relating to the area of specialization for the district. Regularly evaluates the

local policy and procedures to ensure compliance with applicable portions of the Guide to Judiciary Policy.

- Tracks legal developments and advises management and staff of any changes in case law.
- Guides, advises, and makes recommendations to other officers, the court and other individuals regarding treatment issues, monitoring, and course of action regarding their designated area of specialty.
- Conducts training for staff as needed in regards to area of specialty. Provides training to identify trends, tools, and techniques, and recent case law as applicable to area of specialty. Trains officers on identification and treatment of defendants/offenders with high risk issues.
- Serves as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases. Recommends policies and procedures for the district as to specialty cases, including training practices, managing and assigning caseloads, establishing backups and coverage, alert response protocol, identifying appropriate defendant/offenders, etc.
- Participates 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. Provides management and staff with ongoing updates related to changes with this offender/defendant population.
- Tracks developments in the law and updates staff and the court. Enforces court-ordered supervision components and implements supervision strategies. Maintains personal contact with defendants and offenders through office and community contacts and by telephone. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Reviews and resolves disputed issues involving offenders/defendants and present unresolved issues to the court for resolution.
- Communicates 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. Identifies and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares written reports of violation matters, and makes recommendations for disposition. Testifies at court or parole hearings. Conducts Parole Commission preliminary interviews.
- Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and (if warranted) guideline applications. Serves as a resource to the court. Maintains detailed written records of case activity. May conduct surveillance and/or search and seizure at the discretion of the court.
- Performs administrative duties regarding area of specialty and guides the work of staff providing administrative and technical assistance to officers.
- Performs other duties as assigned.

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 substance abuse, mental health, or sex offender treatment. Knowledge and experience in computer monitoring methods is preferred. The candidate must demonstrate the ability to implement, maintain, and develop policy, and to work collaboratively with others in the implementation of a district-wide program.

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 substance/addiction, mental health, or sex offender treatment. 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; and
 - b. views on how he/she would integrate with the sex offender specialist in Portland and other program specialists (Re-Entry, Location Monitoring, Treatment Services) in the district for the effective supervision of sex offenders;
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 Sex Offender Specialist" in the email subject line. This position will remain open until filled. Applications preferred by August 8, 2016. Send via email to:

Apply_SOSpecialist@mep.uscourts.gov

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