

UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
PROBATION OFFICE

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HARTFORD, CT 06103
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ROOM 211
915 LAFAYETTE BLVD.
BRIDGEPORT, CT 06604
203-579-5707

Announcement Number: 14-CT-06

Position Title: Special Offender Specialist

Salary Range: CL 29 Bridgeport/New Haven
(\$74,522 - \$121,171)
Hartford (\$72,843 - \$118,441)

Position Location: Bridgeport, New Haven or Hartford

Opening Date: November 14, 2014

Closing Date: December 5, 2014

Promotional Opportunity Open to Current and Experienced United States Probation Officers Within The Judiciary. More than one position may be filled from this vacancy announcement.

REPRESENTATIVE DUTIES:

The incumbent will be given a caseload of intensive supervision cases which will include those offenders/defendants having more pronounced mental health problems, offenders with substance abuse problems, sex offenders, computer related crimes, financial crimes or have location monitoring conditions and other "special offenders" which may pose a unique threat to public safety.

Perform investigative and supervision responsibilities for defendants/offenders in both general and specialized cases. Perform administrative functions relating to senior officer specialties.

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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 and relevant case law.

Enforces court-ordered supervision components and implements supervision strategies.

Maintains personal contact with defendants/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 implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.

Identifies criminogenic needs of offenders relative to implementation of EBP and manages such specialized cases.

Serves as in-house authority to other Probation Officers and members of management, regarding all aspects of EBP.

Participates in the development of programs to implement evidence-based practices supervision and case management techniques.

Participates in ongoing EBP training and education opportunities to further develop and/or enhance techniques and skills relating to defendant/offender investigation, supervision practices and specialized areas(s).

Acts as the district's resource with respect to cyber-crimes and related information technologies used to monitor such offenders.

Determines and evaluates available resources.

Assists with statistical data collection regarding the evidence-based programs utilized in the district and their outcomes to determine effectiveness. Participates in developing a system to review existing and new EBP research findings.

JOB REQUIREMENTS:

- As a senior officer, the incumbent will be expected to communicate effectively, lead with maturity and passion, and assist in the professional development of staff. The selected candidate will be expected to demonstrate an understanding of the Charter for Excellence and will exemplify such in their day to day behavior.
- Assists in the administration of the district's treatment programs by identifying and monitoring treatment contract services.
- Assist the SUSPO as needed with the general administrative duties associated with supervision, which may include but not be limited to, reviewing officer's written work and reports and making themselves available to staff and/or discuss supervision cases with officers in the district.
- The following areas of knowledge are essential to this position: broad knowledge of the criminal justice system; thorough knowledge of federal probation, pretrial and parole legal requirements, policies and procedures; thorough knowledge of sentencing guidelines and applicable case law; thorough knowledge of investigative and supervision techniques; and solid knowledge of the roles, responsibilities and relationships among the federal courts, Parole Commission, and the Bureau of Prisons.
- The incumbent should possess the ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts.
- Work in conjunction with a team of special offender senior officers who effectively supervise those offenders that place a higher risk to the community.

QUALIFICATIONS:

To qualify at a CL-29 level, you must have at least four years of specialized experience as a U.S. Probation Officer including at least one year at a CL-28 level.

This position requires considerable technical expertise in the general work of probation officers. The person chosen for the position must have some knowledge of current research, programs, and practices of EBP.

A demonstrated skill in supervising offenders/defendants with specialized needs/situations; such as, substance abuse, mental health, etc. is a must.

The specialist must have demonstrated the ability to work with challenging offenders and handle complex supervision investigations and a willingness to assist other officers in supervising these difficult cases.

Demonstrate skill and experience working as an effective member working as a team.

APPLICATION PROCESS:

QUALITY RANKING FACTOR: Applicants must submit a narrative statement addressing the factor listed below. **(Mandatory)**

Everyone has a passion. In the District of Connecticut you can actualize your aspirations. What initiative would you lead in order for it to become a reality and how will this benefit the organization, defendants and the community.

To apply for this position, applicants must submit:

- ▶ **cover letter**
- ▶ **AO78**
- ▶ **revised resume**
- ▶ **narrative addressing the Quality Ranking Factor**
- ▶ **last two performance evaluations**

You must submit ALL documents to be considered for this opportunity.

Please submit all application materials by close of business on December 5, 2014 to:

Edward S. Chinn
Chief United States Probation Officer
Connecticut Financial Center
157 Church Street, 22nd Floor
New Haven, CT 06510

or email as one attachment to : joyce_crowther@ctp.uscourts.gov

The United States Probation Office is an Equal Opportunity Employer.

NOTE: The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

Applicants selected for an interview will be required to travel to the designated location at their own expense.