

**UNITED STATES PROBATION & PRETRIAL SERVICES
OFFICE DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Probation Officer Specialist

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #23-04

LOCATION: Boston, MA

CLASSIFICATION LEVEL: CL 29 (\$88,624 - \$144,058)*

OPENS: February 15, 2023

CLOSES: March 17, 2023

The U.S. Probation & Pretrial Services Office for the U.S. District Court, District of Massachusetts, is looking for a qualified individual for a Probation Officer Specialist position in Boston, Massachusetts. Probation Officer Specialists report directly to one, or more, Supervisor United States Probation Officers. This vacancy is open to current U.S. Probation and Pretrial Services Officers only.

SPECIALIST

The specialist, in conjunction with other specialists, is a resident authority for the district in the pretrial services job function (specifically, investigations, supervision and operations. The incumbent will serve as a resident expert in all aspects of pretrial investigations to include assessment of risk, alternatives to detention, and crafting sound recommendations to the Court. The incumbent will also serve as an expert in the pretrial supervision of defendants, to include those with specialized areas of need (e.g., drug, alcohol, mental health, location monitoring, and those charged with sex offenses.), The incumbent must carry at least a 50 percent caseload, spending at least 50 percent of their time working with persons under supervision. This position is considered hazardous duty, which requires irregular work hours, to include nights, weekends, and holidays. The specialist position 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. Specialists maintain current knowledge of national policies and procedures and remains current regarding developments in pretrial services, treatment services, community resources, contracting, drug testing, and/or technology associated with the specialized case type(s) under their supervision.

Duties and Responsibilities

The specialist will serve as the operational coordinator for pretrial services workflow for the Boston Office, to include assessing and communicating staffing needs, assigning work, reviewing reports for quality control, and providing training to staff in all areas of pretrial services investigation and supervision. The specialist may also be required to manage a caseload that includes a significant proportion of higher risk pretrial defendants to include specialized case types and to serve as local expert on such cases.

Duties may include, but are not limited to:

- Perform all duties and responsibilities of a United States Probation Officer at the CL-28 level.
- Serving as a point of contact for the Court, the U.S. Attorney's Office, defense counsel in order to provide exemplary service throughout the pretrial phase.
- Assessing, projecting, and communicating staffing needs given incoming workflow and resolving operational and logistical problems as they arise.
- Proofreading and providing feedback to officers as to written reports to the Court.
- Providing training and coaching to officers learning to conduct pretrial investigations and supervising defendants in accordance with national and local policies and procedures.
- Demonstrating and conveying expertise in assessing alternatives to detention and formulation of appropriate recommendations as to release conditions.
- Supervising defendants with specialized needs and monitor compliance with court-ordered release conditions.
- Maintaining compliance with national and local policies related to the pretrial investigation and supervision. Evaluate, modify, and/or develop procedures to help ensure compliance with supervision policies and other AO directives. Suggest and/or implement improvements and/or changes in practices, as needed. Ensure that required documentation in PACTS is standards compliant.
- Serving as a resource to other staff and the Court regarding alternatives to detention and cases with specialized needs.
- Guide, advise, train, and make recommendations to other officers, the Court, and other individuals in cases involving area(s) of specialization. Develop and share information regarding community and/or other relevant resources.
- Communicate with providers and/or other involved parties regarding individuals' treatment/service needs.
- Work closely with contract agencies and service providers to ensure compliance with the national contract. Extend technical assistance to contract agencies and service providers in areas such as program management, operative procedures, case management, and casework. Conduct regular monitoring visits of contract agencies and service providers as provided in the national policy.
- Participate in on-going training and education to further develop and/or enhance techniques and skills related to the monitoring and supervision of individuals in the area(s) of specialization. Provide management and staff with updates regarding changes.
- Generate and/or evaluate DSS reports as they relate to pretrial services work and caseload management. Employ evidence-based practices in supervision/monitoring, as applicable.
- Perform administrative duties regarding area of specialty.
- Perform other duties as assigned by supervisor or senior management which may relate to special needs cases and/or generalist cases, and/or other duties suited to senior/specialist USPO based on workload needs of the district.

U.S Probation and/or Pretrial Services Officers transferring to our district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, it is at the discretion of the Chief U.S. Probation Officer for the U.S. Probation & Pretrial Services Office, District of Massachusetts, to request drug testing and/or medical examination if through direct observation or objective evidence, an officer is determined to

be unable to perform the essential functions as defined in the medical guidelines. Also, at the Chief's discretion, the most recent investigation/reinvestigation report completed on behalf of the officer may be reviewed.

Qualifications:

To qualify for the specialist position at the CL-29, an applicants must be presently employed as a probation officer, have a minimum of three (3) years of experience, including at least one year as a U.S. Probation Officer. The ideal candidate will have a demonstrated history of consistency and reliability, working well with others as part of a team, and excellent verbal and written communication skills.

APPLICATION PROCESS:

Consideration will only be given to those that apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.mad.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A cover letter of interest indicating why you are interested in this position and what best qualifies you
2. A current resume,;
3. Your last two (2) performance appraisals. If unavailable, please provide explanation in cover letter and,
4. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

Information

Application packages will not be considered completed until ALL the items listed have been received by Human Resources.

For Applicants:

The District of Massachusetts U.S. Probation Office is an equal opportunity employer that is committed to a diversified workforce. Employees of the U.S. District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U. S. Probation & Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Due to the expected high volume of applicants for this position, the U.S. Probation Office will only make contact with those qualified applicants who will be invited to interview. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

NO FAXES OR EMAIL PLEASE