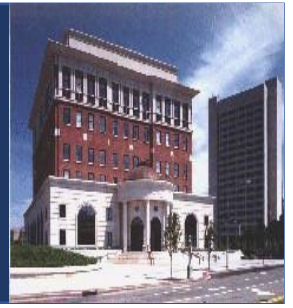




# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK PROBATION OFFICE



**Position:** U.S. Probation Officer Staff Skills Development Specialist

**Vacancy No.** 2024-09

**Location:** New York, NY

**Type of Appointment:** Full-time/ Permanent

**Number of Positions:** One

**Class Level:** CL-29

**Salary Range:** \$97,177 – \$157,947

(Depending on qualifications)

**Opening Date:** 07/12/2024

**Closing Date:** 07/26/2024

**Area of Consideration:** Open to current U.S. Probation Officers and U.S Pretrial Services Officers

## Our Mission:

We assist the Court in the fair administration of justice by preparing presentence reports with objective, verified information and unbiased sentencing recommendations.

We protect the community by promoting accountability for justice-involved individuals.

We create meaningful opportunities for positive change in the lives of individuals under our supervision.

**POSITION OVERVIEW:** Staff Skills Development Specialist manage a caseload that includes a significant proportion of individuals under supervision/defendants of a specialized type and serve as local experts on cases of this type. These specialties may include sentencing guideline specialist, drug and alcohol treatment specialist, mental health specialist, special offender specialist, intensive supervision specialist, location monitoring specialist, workforce development specialist, and other similar specialties. Staff Skills Development Specialist must carry a caseload. Officer specialists may guide the work of probation services officer assistants and other staff. In addition to the Staff Skills Development Specialist's regular duties as a U.S. Probation Officer, the incumbent performs duties as the resident authority on staff training and is responsible for program development and enhancement in this area.

## DUTIES & RESPONSIBILITIES:

- Perform investigative and supervision responsibilities for individuals under supervision/defendants in both general and high-risk/specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized case by interviewing individuals under supervision/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 high-risk and/or specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding issues relating to the

## **Our Vision:**

We are most successful when we work together as one unified organization. We serve specific roles in presentence investigations, post-conviction supervision or administration, but we are each instrumental to organizational success.

We achieve excellence when all employees are engaged and work toward clear and common goals. We commit to a fully inclusive, diverse, and compassionate work environment. We aspire to a culture of commitment, respect and comradery that values the contributions of each staff member. Leadership decisions are mission driven, human centered and values based.

We strive to conduct presentence investigations that result in fair sentences for all defendants appearing before our Court. We seek out and verify all information necessary to determine an appropriate sentence. Our sentencing recommendations are thoughtful, unbiased, and consequential to the fair administration of justice.

We champion positive change in the lives of individuals under our supervision through respectful engagement, active observation, and individualized services. We influence our client population through our presence, problem-solving and support, community partnerships, and accountability interventions when necessary. Our interventions are fair, objective and evidence based.

## **DUTIES & RESPONSIBILITIES (CONTINUED):**

area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of individuals under supervision/defendants with high-risk and/or specialized 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 individuals under supervision/defendants in area of specialization.
- Track developments in the law and update staff and the court as appropriate. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and individuals under supervision 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 some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving individuals under supervision/defendants and present unresolved issues to the court for resolution. Assess individuals under supervision/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Communicate with other organizations (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning individuals under supervision/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.
- Schedule and conduct drug use detection tests and DNA collection of individuals under supervision/defendants, following established procedures

## Our Values:

**Respect.** All people are entitled to dignity. We treat each other, our client population and community stakeholders with courtesy. We believe that respectful engagement is essential to achieving our mission.

**Integrity.** We are honest and fair. We prioritize duty. We meet our obligations with grace and professionalism. We hold ourselves accountable for always doing the right thing.

**Service.** We are passionate in our mission. We show empathy to our colleagues, clients, and stakeholders. We persevere through challenges and are determined to contribute to positive changes in the community and the lives of justice-involved individuals.

## DUTIES & RESPONSIBILITIES (CONTINUED):

and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.

- Respond to judicial officers' requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.

## REPRESENTATIVE COLLATERAL DUTIES

- Serve as the resident authority for the staff training program. Recommend, develop, and update training policies and procedures including new officer employee orientation, integrating FJC and AO training procedures and guidelines to ensure overall understanding and consistency within the district. Ensure that the district training program complies with national and local court approved policy. Coordinate new officer training at the National Training Center (NTC).
- Identify training needs on an ongoing basis through written surveys, meetings, interviews and analyses of organizational problems. Develop educational training goals and objectives for the organization as well as for individual employees. Research and draft training manuals and materials.
- Serve as an instructor, program coordinator, group facilitator, and discussion leader, as required.
- Schedule training programs and coordinate training with personnel and external consultants, as necessary. Identify, plan and arrange logistical support for training including a meeting place, equipment, visual aids and handouts.
- Serve as district liaison with the FJC. Establish relationships and maintain information-sharing networks with court employees, other district and circuit training coordinators, the FJC, the AO, and the local training and education community. Coordinate joint training programs with other court agencies.
- Maintain detailed and accurate training databases to track the training obtained by each employee during the course of the year. Confirm that each employee is in compliance with the minimum training requirements.
- Determine and evaluate available resources in relation to training. Work with the Chief Probation Officer and the finance or budget unit to procure training-related items.
- Perform administrative duties regarding area of specialty.

**PRIMARY JOB FOCUS AND SCOPE:** The primary focus of the job is to fulfill statutory requirements to supervise supervisees, make recommendations to the court, evaluate needs and conditions, and maximize compliance for the purpose of ensuring community safety and facilitating prosocial change. A proper

## Conditions of Employment:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

- (1) U.S. citizen,
- (2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

(Affidavit attached)

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees are required to adhere to the Code of Conduct for Judicial Employees available for public review on the USCourts.gov website.

<https://www.uscourts.gov/rules-policies/judiciary-policies>.

## PRIMARY JOB FOCUS AND SCOPE (CONTINUED):

recommendation to the court maximizes the protection to the public. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Incumbents' work assists officers and the court by developing programs for supervisees with specialized needs. Proper judicial recommendations reduce the number of incarcerations while maximizing the protection of the public. The specialized programs developed aid judicial officers in making decisions concerning the supervisees specific needs. Successful management of special needs benefits the supervisee, family members, employers, and others in the community. The incumbent performs duties as the resident authority on staff training and is responsible for program development and enhancement in this area.

**COMPLEXITY AND DECISION MAKING:** The position involves making independent decisions within the context of professional standards, broad policies, and general goals. Incumbents gather and analyze information to determine or recommend the best course of action. Management of defendants with specialized needs is complex and often controversial. Recommending a specialized approach or making program referrals, often over the protests of the defendant, is difficult. Staying abreast of developments in the specialized area adds to the complexity of the position. Incumbents require minimal supervision in most areas. Incumbents have discretion in developing, implementing, and evaluating staff training needs and programs as they relate to the area of specialization.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:** Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with people 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). The duties of probation and pretrial services officers require the investigation and management of the justice involved who present physical danger to officers and to the public. In the supervision, treatment, and control of these supervisees, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics.

**REQUIRED QUALIFICATIONS:** To qualify for the position of Staff Skills Development Specialist, an applicant must have a minimum of three years specialized experience as a U.S. Probation Officer or U.S. Pretrial Services Officer. At least one year must be at a CL-28 level.

## Benefits:

- Paid Annual & Sick Leave
- Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs

## PREFERRED QUALIFICATIONS:

- Communication skills
- Teamwork
- Demonstrated leadership ability
- Ability to develop programs and curriculum
- Ability to analyze the effectiveness of training and workshops
- Provide support and mentorship
- Ensure compliance with internal and national policies
- Contributions to a district or the Federal Probation or Federal Pretrial Services System

## ASSESSMENT CRITERIA:

- All applicants will be rated in the following areas:
- Application Materials
- Personal Interview(s)
- Performance in Current Position
- Demonstrated Leadership
- Contributions to a district or the Federal Probation and Pretrial Services System

## APPLICATION PROCEDURE:

To be considered for this position, please submit one PDF document that includes: a resume, cover letter, and an Application for Federal Employment (AO78). The Application for Federal Employment (AO78) can be downloaded from: <https://www.uscourts.gov/sites/default/files/ao078.pdf>. Your cover letter must indicate the position for which you are applying, including the vacancy number, describe your interest in the position, and your experience developing and implementing educational and/or training programs and curriculums. Your cover letter should be no more than two pages.

Only applications submitted via email will be accepted. Please include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for interviews will be contacted. Please submit your application to: [Personnel@nysd.uscourts.gov](mailto:Personnel@nysd.uscourts.gov)

## IMPORTANT NOTICE:

The incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by the Chief U.S. Probation Officer for reasonable cause, subject to subsequent fitness for duty evaluations. A minimum of 40 hours of training is expected annually. This position may require some travel. Must have a valid driver's license.

Visit our website:



**IMPORTANT NOTICE(CONTINUED):** If an office vehicle is not available incumbent is required to use personal vehicle. Reimbursement for gas mileage is authorized. This position is subject to mandatory electronic funds transfer for payment of net pay. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, which action may occur without prior written notice or other notice.



---

**EQUAL OPPORTUNITY EMPLOYER**

---

