



## UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

### VACANCY ANNOUNCEMENT No. 2022-03

**POSITION:** Probation Officer Specialist  
(Location Monitoring Specialist)

**LOCATION:** Trenton/Camden, New Jersey

**GRADE/SALARY:** CL 29  
Trenton Pay Table NY (\$85,152 - \$138,450)  
Camden Pay Table PHL (\$80,106 - \$130,245)  
*Depending on experience, qualifications, and current compensation*

**OPENING DATE:** 12/22/2021

**CLOSING DATE:** Open Until Filled  
(Preference to those who apply by 01/21/2022)

---

---

#### **POSITION OVERVIEW:**

This opportunity is open to current U.S. Probation and Pretrial Services Officers within the Judiciary.

This position is located in the Supervision Unit of the Probation Office of the District of New Jersey. The incumbent will primarily supervise individuals under supervision (IUS) in the southern region of the District of New Jersey. However, during restrictive budget years or other operational needs, the caseload may include IUS from outside these geographical areas.

The Location Monitoring Specialist shall be responsible for matters relating to the effective supervision of probationers, supervised releasees, and parolees that require supervision under location monitoring programs.

#### **DUTIES AND RESPONSIBILITIES OF PROBATION OFFICER SPECIALIST (LOCATION MONITORING SPECIALIST):**

Perform investigative and supervision responsibilities for IUS in both general and specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized case by interviewing IUS 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, supervisory staff, 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 area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment needs of IUS 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 IUS in area of specialization. Provide management and staff with ongoing updates related to changes with this IUS/defendant population, and with procedural matters related to aftercare.

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 IUS 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.

Analyze and resolve disputed issues involving IUS and present unresolved issues to the court for resolution. Assess IUS's level of risk and develop a blend of risk management strategies for controlling and correcting risk.

Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning IUS's 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.

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.

Supervise location monitoring cases and assist supervising probation officers in directing and evaluating the location monitoring work of probation officers who have cases with this special condition.

Identify and evaluate the resources needed for location monitoring supervision.

Serve as or assist the district liaison with the national contractor for location monitoring services as well as vendors for voice verification monitoring.

Maintain and acquire an inventory of monitoring supplies and equipment. Work with administrative staff in billing and self-pay procedures under the national contract.

Provide proposals/recommendations for updates or amendments to conditions of supervision for this special population of IUS.

Provide advice, consultation, and program vision and direction and make proposals to the Chief. Participate in the administrative planning of specialized caseloads. Perform administrative duties regarding area of specialty and provide unit coverage as assigned.

Performs other duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS:**

The Location Monitoring Specialist is supervised by a Supervising U.S. Probation Officer and falls under the general supervision of a Deputy Chief U.S. Probation Officer and the Chief U.S. Probation Officer. In the absence of the supervisor, the Location Monitoring Specialist may be required to serve as acting supervisor on occasion. The assignment of specific duties will be coordinated between the Deputy Chiefs and Supervising Probation Officer.

**QUALIFICATION REQUIREMENTS:**

To qualify for the position of Location Monitoring Specialist, applicants must be currently employed as a probation officer, and have a minimum of three years' experience as a U.S. Probation Officer with at least one year at the CL 28 level.

**MISCELLANEOUS REQUIREMENTS:**

All new hires must be vaccinated against COVID-19 as a condition of employment, exemptions/reasonable accommodations for medical/religious reasons may be provided on a case-by-case basis prior to starting employment. Requests for exemptions will only be accepted once an offer of employment has been made. The incumbent selected for this position will be required to submit an Attestation advising of vaccination status.

**BACKGROUND INVESTIGATIONS:**

The applicant will be subject to updated background investigations every five years, ongoing random drug screening, and fitness for duty medical evaluations as needed.

At the Chief Probation Officer's discretion, the most recent background investigation/reinvestigation report completed on behalf of the officer may be reviewed.

**APPLICATION PROCEDURE:**

Applicants interested in this vacancy should submit a cover letter, resume and completed AO78 Application for Judicial Employment (which can be obtained from [www.uscourts.gov](http://www.uscourts.gov)) to the attention of:

Natividade Ribeiro, Human Resources Specialist  
U.S. Probation Office  
50 Walnut Street, Room 1001  
Newark, NJ 07102  
Announcement #2022-03

Email versions are preferred and may be submitted to: [Natividade\\_Ribeiro@njp.uscourts.gov](mailto:Natividade_Ribeiro@njp.uscourts.gov)

Only complete application packets will be considered. Attachment should be submitted as a single PDF document and reference Probation Officer Specialist (Location Monitoring Specialist) Vacancy #2022-03 in the email subject line.

**SELECTION PROCESS:**

Applicants will receive confirmation of the receipt of application. The Probation Office will only communicate further with those individuals invited for personal interviews. Only applicants who are interviewed will receive a written response regarding their application status. The time frame for submission of the letter will be determined by the Probation Office after the interview.

All resumes will be reviewed, and a limited number of applicants will be chosen for an interview and testing. Final selections must be approved by the U.S. District Court.

The U.S. Probation Office reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool.

THE UNITED STATES PROBATION OFFICE FOR THE DISTRICT OF NEW JERSEY  
IS AN EQUAL OPPORTUNITY EMPLOYER