



UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

VACANCY ANNOUNCEMENT No. 2023-03

POSITION: SPECIAL OFFENDER SPECIALIST
One or more positions available

LOCATION: Paterson, Newark or Camden, New Jersey

GRADE/SALARY: CL 29 Pay Table PHL (\$86,453 - \$140,529)
CL 29 Pay Table NWK (\$92,080 - \$149,675))
Depending on experience, qualifications, and current compensation

OPENING DATE: January 11, 2023

CLOSING DATE: January 25, 2023

POSITION OVERVIEW:

This position is in the Supervision Unit of the Probation Office of the District of New Jersey. The duty station is in the Camden, Newark, or Paterson Office. The candidate will primarily supervise high-risk Individuals Under Supervision (IUS) in New Jersey.

The Special Offender Specialist is responsible for supervision of high-risk IUS, who present extraordinary risks or needs. The candidate serves as the in-house authority on matters relating to supervision best practices and provides officer training for probation staff at all levels of professional development.

DUTIES AND RESPONSIBILITIES OF SPECIAL OFFENDER SPECIALIST:

Perform investigative and supervision responsibilities for high-risk IUS which may include individuals with histories of sex offenses, organized crime, violence and/or treatment needs. Serve as an agent of change, approaching each case with the conviction that prosocial change is possible. Enforce court-ordered conditions and implement supervision strategies to monitor compliance.

Maintain personal contact with IUS through office and community contacts and by telephone. Monitor employment, sources of income, lifestyle, and associates. Address substance abuse, mental health, domestic violence, gang involvement and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.

Identify and investigate violations of the conditions of supervision and respond appropriately. Report violations to the appropriate authorities. Conduct surveillance and/or search and seizure at the direction of the court. Prepare reports of violation matters and make recommendations for disposition. 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 conduct and conditions of supervision.

Serve as a key member of the district's leadership team. Consult with line officers concerning supervision practices and case management strategies. Serve as a resource and expert in high-risk issues to staff, line officers, and the court. Serve as the liaison to the Bureau of Prisons and Residential Reentry Centers.

Coordinate treatment services contracting and monitoring activities, including review and oversight of contracted treatment programs. Conduct periodic internal reviews of the district's supervision cases utilizing the current review instruments and additional quality control measures. Work collaboratively with generalists, other specialists and SUSPOs to ensure proper supervision of IUS pursuant to national and local policies.

Serve as a resource for management in the formulation, implementation and assessment of practices, policies and procedures. Develop and prepare written supervision procedures to ensure overall understanding and consistency in the district. Assist in developing policies and proposals to provide needed services to IUS. Advise and train officers, the court, and other stakeholders as to effective supervision strategies. Participate in on-going training and educational opportunities to enhance skills relating to investigation and supervision of high-risk IUS. Track developments in the law and update staff and the court.

Perform other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

The Special Offender Specialist is supervised by a Supervising U.S. Probation Officer and falls under the general supervision of an Assistant Deputy Chief U.S. Probation Officer and the Chief U.S. Probation Officer. In the absence of the supervisor, the Special Offender Specialist serves as acting supervisor on occasion. The assignment of specific duties will be coordinated between the Assistant Deputy Chief and Supervising Probation Officer.

QUALIFICATION REQUIREMENTS:

To qualify for the position of Special Offender 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. Proficiency in the supervision of high-risk offenders is required.

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 the following:

- A cover letter, resume, and completed AO78 Application for Judicial Employment (which can be obtained from www.uscourts.gov). The AO78 Application only needs to be filled out for those applicants not employed in the District of New Jersey.
- A one-page letter of interest (12 pt. font) which answers the following questions: In the past year, what have you done to (1) Further enhance your education, professional training, and technical skills? (2) Prepare yourself to take on a leadership role as a Senior U.S. Probation Officer? (3) Contribute to a positive work culture and office environment?

The resume, letter of interest, and completed AO78 Application for Judicial Employment should be sent to the attention of:

Natividade Ribeiro, Human Resources Specialist
U.S. Probation Office
50 Walnut Street, Room 1001
Newark, NJ 07102
Announcement #2023-03

Email versions are preferred and may be submitted to: Natividade_Ribeiro@njp.uscourts.gov

Only complete application packets will be considered. Attachment should be submitted as a single PDF document and reference Special Offender Specialist Vacancy #2023-03 in the email subject line. Due to the high sensitivity of this position, the Optional Background Questions (18-20) on the AO78 form must be answered.

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 for the position 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