



UNITED STATES PROBATION AND PRETRIAL SERVICES
WESTERN DISTRICT OF WASHINGTON

SEX OFFENDER SPECIALIST

(*TEMPORARY PROMOTIONAL OPPORTUNITY)

ANNOUNCEMENT NUMBER 16-WAW-14

ANNOUNCEMENT DATE June 23, 2016

CLOSING DATE July 17, 2016

SALARY RANGE Court Personnel System Classification Level:

CL28, Step 1 – 61, \$60,725 - \$98,724

CL29, Step 1 – 61, \$72,209 - \$117,396 (Requires one year as a CL28)

Depending on experience and qualifications; additional promotional potential without further recruitment

The U.S. Probation and Pretrial Services Office for the Western District of Washington is accepting applications for a Sex Offender Specialist. Sex Offender Specialists supervise a reduced caseload of defendants with serious/high risk sex offenses district wide.

*This position requires intensive supervision of sexually deviant individuals. As a result, it also lends itself to secondary trauma, stress and burn out.

Therefore, the Sex Offender Specialist position is being offered as a temporary promotion, not to exceed five (5) years, to a grade 29. At the end of the five year period, the officer will be placed back to a grade 28 and resume a line officer case load. This will not be considered an adverse action for personnel reasons, and it is not appealable under the EDR or Adverse Action policy. It will allow the officer to obtain his/her high-3 for retirement purposes; please contact HR with any questions.

DUTIES AND RESPONSIBILITIES

Our District has three distinct units under U.S. Probation and Pretrial Services: a pretrial services unit including supervision, a presentence unit, and a post-conviction supervision unit. There are five offices within the district: Seattle, Tacoma, Tukwila, Everett, and Vancouver. The assignment to a duty station is at the discretion of the Chief. Frequent travel within the district is required as is some out of district travel.

Probation and Pretrial Services officers are federal law enforcement officers who serve as officers of the court within the Judiciary to assist in the fair administration of justice, provide community safety, conduct objective investigations, supervise defendants or offenders, and interact with outside agencies and community members. Sex Offender Specialists provide leadership and mentoring within the district through education, training, and case staffing with regard to supervising individuals with sex offense conditions.

<p>REPRESENTATIVE DUTIES</p>	<ul style="list-style-type: none"> • Perform investigative and supervision responsibilities for defendants with serious/high risk sex offenses. • Consults and collaborates with officers on pretrial, presentence and post conviction sex offense cases district wide. Consults with officers to evaluate and recommend appropriate treatment options. • Coordinates and administers all specialized caseload needs and assists with personal, marital, family, educational, vocational and emotional crisis needs for defendants and their families. • Serves as liaison to the Bureau of Prisons and community correction centers for defendants with sex offenses. • Maintain personal contact with defendants through office and community contacts to maximize adherence to imposed conditions, reduce risk of danger to the community, reduce risk of nonappearance, and to provide correctional treatment. • Investigate employment, sources of income, life style, and associates to assess risk and compliance. Through assessment and counseling, implement the necessary treatment or violation proceedings. Refer defendants to appropriate outside agencies such as mental health, medical and drug treatment facilities, employment and training. • Assure the protection of the constitutional rights of defendants through the statutory mandate to assess risk of nonappearance and danger to the community. • Enforce post-conviction supervision conditions through evidence based practices of effective supervision. • Maintain and update program policies and procedures to ensure overall understanding and consistency within the district. • Identify trends and techniques, and evaluates available resources to assist or complement the program. • Educate staff and other stakeholders regarding our mission as it relates to sex offense treatment and supervision. Identifies training needs; collaborates with community resources and other agencies in order to provide and coordinate training for staff. • Participates in administrative level planning, provides consultation, and offers ideas on program direction. • Provide consultation to judges and attorneys concerning subjects unique to the investigation and supervision of sex offense related issues in defendants. • Perform additional duties as required by management. • Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to demonstrate sound ethics and mature, professional judgment as an objective, neutral officer of the court.
<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Demonstrated commitment, knowledge, skill and ability in working with individuals who have committed serious sex offenses. • Ability to respond to crisis situations with a professional, calm demeanor. • Commitment to upholding and promoting the district's mission. • Professional written and verbal communication skills. • Commitment to and demonstration of continued professional development. • Ability to exercise mature judgment, discretion, and confidentiality. • Ability to organize and prioritize work schedule, and work independently with minimal supervision. Ability to work under pressure and with short deadlines while maintaining a positive and professional presence.

<p>PREFERRED QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Ability to exercise impartiality and discretion with the defendant population and their family/support system. • Ability to routinely work non-traditional hours and maintain cell phone accessibility. • Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes defendants, law enforcement and collateral agency personnel at different government levels, and community service providers. • Experience working in community corrections. • Experience with computer monitoring tools / software. • Completion of a master's degree in psychology, behavioral science, mental health, or social work related field. • Ability to communicate fluently in a second language preferred. • Knowledge of the roles and functions of federal probation and pretrial services and the legal requirements used in probation and pretrial services. Knowledge of how other judicial process and procedures relate to the officer's roles and responsibilities.
<p>EDUCATION</p>	<p><u>Required Education:</u> Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.</p> <p><u>Specialized Experience:</u> Minimum of two years progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment is required. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.</p> <p><u>Educational Substitutions:</u> Completion of one academic year (30 semester or 45 quarter hours), of graduate work in a field of study closely related to the position equates to one year of specialized experience. Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, equates to two years of specialized experience.</p>
<p>MEDICAL REQUIREMENTS</p>	<p>The duties of probation and pretrial services officers require the investigation and management of defendants charged with criminal offenses or convicted offenders, who present physical danger to both officers and to the public. In the supervision, treatment, and control of these defendants or offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with criminal offenses or convicted of committing federal offenses.</p> <p>Prior to appointment, candidates considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.</p> <p>The medical requirements and the essential job functions derived from the medical guidelines for probation and pretrial services officers and officer assistants are available for public review at http://www.uscourts.gov/.</p>

<p>BACKGROUND INVESTIGATIONS</p>	<p>Final candidates are subject to a preliminary background investigation and record check.</p> <p>Upon successful completion of the medical examination and drug screening, candidates may be appointed provisionally, pending a favorable suitability determination by the court based on a full background investigation. Unsatisfactory results may result in termination of employment. Background investigations are 10 years in scope and conducted by the Office of Personnel Management; a full reinvestigation occurs every 5 years.</p>
<p>LAW ENFORCEMENT TRAINING</p>	<p>Officers are required to attend a 6 week training program at the Federal Law Enforcement Training Center, located in Charleston, SC, during their first year of employment. Due to curriculum demands, schedule, and distance, employees are generally not able to travel back to their home district during training.</p>
<p>MAXIMUM ENTRY AGE</p>	<p>First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under CSRS or FERS and who have either a subsequent break in service or intervening service in a non-law enforcement position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.</p>
<p>INFORMATION FOR APPLICANTS</p>	<p>To be considered, submit a cover letter, resume, and supplementary statement in 500 words or less answering this question: <i>Describe your personal and character qualities that make you effective in working with clients with serious / high risk sex offenses.</i></p> <p>Applications will not be considered complete until all the items listed above have been received; incomplete application packets will not be considered. Submit application materials to:</p> <p>Human Resources (#16-WAW-14) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101 or via e-mail (Word or Acrobat .pdf format) to:</p> <p>seattle_personnel@wawd.uscourts.gov</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.</p> <p>The United States District Court requires employees to follow a Code of Conduct. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.</p> <p>The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.</p> <p>The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.</p>

BENEFITS

Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.