

***** TRANSFER OPPORTUNITY *****



**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF OKLAHOMA**

Position Title: Senior United States Probation Officer (Sentencing Guidelines Specialist)

Full-Time/Permanent

Vacancy Announcement # FY 22-04

Location: Tulsa, Oklahoma

Opening Date: February 18th, 2022

Closing Date: Open until filled, priority given to applications received by March 11th, 2022

Salary: Dependent upon qualifications, CL 29, Step 12-61 (\$84,146-\$117,973)

Current Salary Considered

\$3,000 Relocation Bonus available to those residing 50 miles outside of the geographical area

The U. S. Probation Office serves the U.S. District Court, Northern District of Oklahoma, which includes 11 counties. The Probation Office currently has 36 employees, including 13 line officers, six Special Offender Specialists, two POAs, and seven Probation Services Assistants. The management structure consists of the Chief, Deputy Chief, four Supervisory Probation Officers, and one Supervisory Probation Services Assistant.

Summary

The Sentencing Guidelines Specialist serves as the district's authority on presentence investigations and sentencing guidelines. He or she will be responsible for cases involving sophisticated defendants, multi-defendant cases, complex crimes, crimes of continuing criminal enterprise, unusual economic offenders, cases involving large quantities of drugs, cases involving offenders with extensive prior criminal records, and other such cases as they arise. In addition, he/she will perform many of the regular duties of a line officer.

Representative Duties

- Perform investigative and supervision responsibilities for defendants/offenders in both general and specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/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 U.S. Sentencing Guidelines, Monographs, and relevant case law.
- Serve as a resource and expert to the court, line officers, and staff in specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with special 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 offenders/defendants in area of specialization. Provide management and staff with ongoing updates related to changes with this offender/defendant population.
- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders 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 in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Serve as district authority on sentencing and sentencing guidelines issues. Maintain current knowledge of case law and Sentencing Commission, Administrative Office, and local policies and procedures pertaining to sentencing. Maintain up-to-date district-wide resource materials relating to the sentencing process.

Qualifications

To qualify for the position of Special Offender Specialist, the applicant must be a U. S. Probation Officer with at least three years of specialized experience, including at least one year as a CL-28. In addition, must possess or have previously demonstrated skill in the specialized investigation of these types of cases and expertise in the application of sentencing guidelines. Must be an excellent writer.

***Specialized Experience:** Specialized experience is defined as 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.

Court Preferred Qualification/Skills:

The incumbent must have working knowledge of Microsoft Word and automated systems, well developed written and verbal communication skills, superior organization skills, unquestioned integrity, maturity of judgment and tact. Also, the incumbent must have the capability to cope with a stressful workload and maintain a professional demeanor under stressful situations.

Additional Information

All application information is subject to verification. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice. Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. The Court is not authorized to reimburse travel expenses in connection with an interview.

Application Procedures

Interested applicants must submit a detailed resume, a cover letter which clearly outlines their professional qualifications, skills and experience that demonstrate his/her ability to perform the duties of the position and a copy of their two most recent performance evaluations. The application packet can be sent via email to the Human Resources Office at: okndhr@oknd.uscourts.gov

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