

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



UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF OKLAHOMA

Position Title: Senior United States Probation Officer (Special Offender Specialist)

Full-Time/Permanent

Vacancy Announcement # FY 22-02

Location: Tulsa, Oklahoma

Opening Date: January 4th, 2022

Closing Date: Open until filled, priority given to applications received by January 21st, 2022

Salary: Dependent upon qualifications, CL 29, Step 12-55 (\$84,146-\$117,973)

Current Salary Considered

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

Vacancy Announcement was amended on 1/4/22 to include ECI adjustment and update classification levels

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 lines 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 Special Offender Specialist will handle a caseload of intensive supervision cases, which will include sex offenders and other “special offenders,” who may pose a unique threat to public safety. In addition, the Specialist performs the full range of duties and responsibilities of a U. S. Probation Officer at the CL 28 level.

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. This position requires considerable technical expertise in the general work of probation officers. Must also have some knowledge of current research, programs, and practices of dealing with high-risk cases.

***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, correction, 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 judgement and tact. Also, the incumbent must have the capability to cope with a stressful workload and maintain a professional demeanor under stressful situations. Knowledge of national policy related to sex offender management is desirable. Master's degree is preferred.

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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