



# UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

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**Position Announcement #:** NYEP 24-11

**Position Title:** U.S. Probation Officer Specialist

**Location:** Brooklyn, New York

**Area of Consideration:** Open to current U.S. Probation Officers

**Grade/Salary:** CL 29 (\$97,177-157,947)  
Salary based on experience or at agency promotional percentage.

**Opening Date:** March 15, 2024

**Closing Date:** Open until filled with preference given to applications received by March 29, 2024

## **POSITION OVERVIEW:**

New York Eastern Probation has an opportunity for a Probation Officer Specialist (POS) in our Brooklyn Office. The primary duty of the incumbent will be to manage a caseload that includes a significant proportion of persons under supervision (PUS) of a specialized type and serve as local expert on cases of this type. Specialties can include drug and alcohol, mental health, special offender, intensive supervision, workforce development, alternative court programs, sex offender and other similar specialties. Travel to the Central Islip office will be required to fulfill the duties of this position.

## **DUTIES AND RESPONSIBILITIES:**

- Performs supervision responsibilities for PUS in both general and specialized cases.
- Enforces court-ordered supervision components and implements supervision strategies. Maintains personal contact with offenders. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.

- Identifies needs of PUS relative to implementation of Evidence Based Practices (EBP) and manages such specialized cases. Serves as in-house authority to other probation officers and members of management, regarding all aspects of EBP.
- Participates in the development of programs to implement evidence-based practices supervision and case management techniques.
- Participates in ongoing EBP training and education opportunities to further develop and/or enhance techniques and skills relating to defendant/offender investigation, supervision practices and specialized area(s). Determines and evaluates available resources.
- Assists with statistical data collection regarding the evidence-based programs utilized in the district and their outcomes to determine effectiveness. Participates in developing a system to review existing and new EBP research findings.
- Knowledge of drug and alcohol treatment policies and protocols, as well as appropriate resources. Skill in supervising offenders/defendants with specialized needs/situations, including substance abuse. Ability to provide guidance to line officers, the Court, and other agencies regarding area of specialization. Knowledge of U.S. Sentencing Guidelines and related appellate case law.
- Knowledge of investigative techniques and skills in investigating PUS/defendants' backgrounds, activities, finances, and determining legitimacy of their income. Knowledge of the Bail Reform Act. Knowledge of negotiation and motivation techniques.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal probation and pretrial services in the area of specialization, and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of sentencing guidelines, statutes, Federal Rules of Criminal Procedure and applicable case law. Ability to apply changes in the law as appropriate. Knowledge of techniques in supervising offenders/defendants who are high-risk or have specialized needs. Skill in supervising offenders/defendants with specialized needs, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior.
- Skill in conducting legal research related to complex and difficult legal issues while supervising offenders/defendants who are high risk or have specialized needs. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance to conditions of their release.

Skill in evaluating and applying sentencing guidelines in complex cases. Ability to discern deception and act accordingly. Ability to follow safety procedures.

- Ability to identify and evaluate needs, develop proposals, and implement programs. Ability to conduct training and provide consultation. Ability to interview people with diverse backgrounds, their families and others in the community to obtain the information needed. Ability to apply sentencing guidelines and make appropriate recommendations. Ability to work under deadlines.

### **SPECIAL TASKS AND OTHER DUTIES:**

- As a senior officer, the incumbent will be expected to communicate effectively, lead with maturity and passion, and assist in the professional development of staff. The selected candidate will be expected to demonstrate an understanding of the Charter for Excellence and will exemplify such in their day-to-day behavior.
- Assist the supervisor as needed with the general administrative duties associated with the unit, which includes but not limited to, reviewing officer's written work and reports and making themselves available to staff and/or discuss cases with officers in the district.
- Act as Supervisor when required.

### **QUALIFICATION REQUIREMENTS**

To qualify for this opportunity, applicant must have three years of specialized experience, including one year as a probation/pretrial officer with the U.S. Courts.

*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/addictive treatment. Experience as a police officer, custodial or security officer, other than any criminal investigative experience, is not credible.*

This position requires considerable technical expertise in the general work of probation officers. The candidate chosen for this position must have knowledge of current research, programs, and practices of Evidence Based Practices.

A demonstrated skill in supervising offenders/defendants with specialized needs/situations, such as, substance abuse, mental health, etc. is a must. The specialist must have demonstrated the ability to work with challenging offenders and handle complex supervision investigations and a willingness to assist other officers in supervising these difficult cases.

## **HOW TO APPLY:**

All applicants must submit no more than a two-page letter of interest, which addresses the following:

- Outline the applicant's relevant qualifications, skills, and experience necessary to perform the position, as well as how their selection would benefit the district.
- What have you done to: (1) Contribute to a positive work culture and environment in your office; (2) Further develop your leadership skills; (3) Develop those officer that are less tenured than yourself and prepare them for leadership opportunities in the future.

External applicants must submit the following documents, combined as a single PDF file:

- Letter of interest
- Resume
- Federal Judiciary Branch Application for Employment – AO78 (which can be obtained on agency's website at [www.nyep.uscourts.gov](http://www.nyep.uscourts.gov) under Job Applicants/Internships).

All Submissions must be emailed to [NYEP\\_HUMAN\\_RESOURCES@nyep.uscourts.gov](mailto:NYEP_HUMAN_RESOURCES@nyep.uscourts.gov)

All Submissions must be received by 5:00 p.m. on the closing date.

Seniority will not be a decisive factor in the selection process.

Please submit all documents combined as one PDF file, via email to:

[NYEP\\_HUMAN\\_RESOURCES@nyep.uscourts.gov](mailto:NYEP_HUMAN_RESOURCES@nyep.uscourts.gov)

With subject line: **NYEP 24-11 POS**

*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.*

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