

United States District Court
District of Minnesota



Career Opportunity: Community Intervention Administrator
Vacancy Announcement #2019-04



THE DISTRICT

U.S. Probation and Pretrial Services in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis, Minnesota. There are field offices located in Bemidji, Duluth, Fergus Falls, and Saint Paul. The Probation and Pretrial Services Office serves the Judicial District of Minnesota which includes 87 counties.

INTRODUCTION

This position is located in the U.S. Probation and Pretrial Services Office in Minneapolis, Minnesota. The Community Intervention Administrator (CIA) assists U.S. Probation Officers in identifying resources for offenders/defendants in workforce development, vocational/educational programming, housing, community service, and re-entry. The CIA manages operations concerning Second Chance Act of 2007, to include contracting. The CIA helps maintain statistical data concerning related programming for the purpose of tracking outcome measurements. This position may require irregular work hours, to include nights, weekends, and holidays.

REPRESENTATIVE DUTIES

- Supervise employees involved in operational and/or programming activities related to line officers, to include assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions. Identify issues and resolve disputes. Train staff and make recommendations regarding employee appointments, promotions, and separations.
- Serve as resource to the court, line officers, and staff as to implementation and monitoring of all activities surrounding the Second Chance Act of 2007. Assist in developing or revising policies and procedures for continued operations and assist with emergency and transitional services to offenders and defendants, under Second Chance Act of 2007 provisions.
- Manage the contracting of procuring and monitoring the need for emergency and transitional services to offenders and defendants. Obtain and maintain necessary contracting officer certifications.
- Maintain Offender Workforce Development Specialist certification, if available. Apply knowledge of cultural diversity to address counseling and career development theories and techniques which assist offenders and defendants with employment readiness, career planning, and transition.

Position Details

Title and Type: Community Intervention Administrator, Full-time
Vacancies: One
Location: [Minneapolis, Minnesota](#)
Posting Date: March 18, 2019 to April 26, 2019
Classification/ CL-27 \$52,346 to \$85,138
Salary Range: (Commensurate with experience)

Closing Date: Open until filled. Preference will be given to resumes received by April 26, 2019, at 5:00 p.m. Central Time.

Area of Consideration: Open to all sources (nation-wide).

Mission Mantra:

*See The Possibilities
&
Inspire Change*

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REPRESENTATIVE DUTIES (CONTINUED)

- Develop and maintain a professional relationship with employers, community organizations, and other profit or non-profit organizations. Facilitate and participate in career or job fairs that bring employers into contact with offenders and defendants. Establish and maintain relationships with local employers to promote the hiring of offenders and defendants.
- Create an environment which involves offenders and defendants and community partners and employers to share relevant information, such as: job and career placement, community service solicitation, and placement of court ordered individuals (i.e., community service). Serve as point of contact for U.S. Probation Officers and assist with tracking community service hours.
- Develop multi-agency collaboration to improve offender and defendant management for offenders in custody with the Bureau of Prisons or contract facility (i.e., Residential Re-entry Center, etc.).
- Maintain knowledge of current research, programs, and other services involving workforce development and re-entry programming; and assist in the facilitation of staff engagement towards organizational change efforts concerning this area of practice.
- Assist U.S. Probation Officers with assessing interests, aptitudes, and abilities to steer offenders and defendants towards education, training, or career opportunities. Instruct offenders in resume writing, job search, interviewing techniques, workplace decorum, and acceptable work-related conduct. Monitor offender and defendant progress and compliance to evaluate effectiveness of programming for future planning. Maintain statistical data concerning offender and defendant employment rates, completion of programs, and any other necessary data.
- Identify and communicate local resources to U.S. Probation Officers for offenders and defendants relative to vocational training, employment, education, housing, and medical services (i.e., insurance).
- Assist and respond to judicial officer's request for information and advice concerning program and service needs of each participant within our re-entry court program.
- Coordinate in-house mentoring programs for offenders as part of the District's re-entry initiatives.
- Participate in ongoing training and educational opportunities to further develop and enhance techniques and skills related to Second Chance Act of 2007, workforce development, and other re-entry services programming. Provide management and staff with ongoing updates related to respective changes in these areas.
- Assist in the training of line staff on identification and treatment of offenders and defendants with needs in one of the three specialized areas (i.e., Second Chance Act of 2007, workforce development, or re-entry programming).

MINIMUM QUALIFICATIONS

To qualify for the position of Community Intervention Administrator, applicants must be a U.S. citizen. For placement at CL 27, the selected applicant must have two years of specialized experience, including at least one year equivalent to work as a CL 26.

General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

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SPECIALIZED EXPERIENCE

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources and payroll operations.

PREFERRED QUALIFICATIONS (COURT PREFERRED SKILLS)

The successful applicant must have excellent writing skills and above average computer knowledge.

The ideal candidate may also possess the following preferred skills:

- Demonstrate how he or she has used data to problem solve. Further, he or she must demonstrate how data has been used to access trends and ensure evidence-based practices within his or her respective discipline.
- Have extensive knowledge of evidence-based practices (to include re-entry programming) and skilled in his or her application. A good understanding of program and service policies and procedures is essential to support decisions and to exercise good judgment. Must be a perennial learner with the desire to be an expert in our changing field.
- Be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.
- Demonstrated leadership by showing initiative to engaging in project management and establishing programs which help to achieve an organization's mission and vision.
- Demonstrated how he or she has used technology to improve a process.
- Successful certification as an Offender Workforce Development Specialist.
- Demonstrated the ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.
- Have some familiarization or experience in facilitation cognition programming with a high risk offender population.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.

Employees of the U.S. District Court are not classified under Civil Service.

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CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered “at-will” and may be terminated with or without cause or notice by the Court.

The United States District Court requires employees to adhere to a [Code of Conduct Policy](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The individual hired to perform the duties for this position may be subject to further background investigations when necessary.

APPLICATION INFORMATION AND PROCESS

Qualified candidates should submit via email the following:

- A cover letter (not to exceed three pages), which includes a concise description of the following:
 - List where or how you learned about the Community Intervention Administrator position;
 - Your leadership style;
 - Your familiarity and ongoing experience in evidence-based practices, to include research; and how you have applied evidence-based practice competencies to your work;
 - Your experience working with high risk offenders in need of multiple resources, such as: employment, education, housing, improved social skills (mentoring), etc.; and
 - A summary of projects or programming you initiated, along with the results produced.
- A resume, which includes dates of employment, duties and responsibilities, and key accomplishments;
- Copies of the last two performance appraisals; and
- Names and contact information of three professional references. If you are selected for an interview, references may be contacted prior to the interview. The Probation and Pretrial Services Office reserves the right to contact additional references other than those provided by the applicant.

APPLICATION INFORMATION AND PROCESS (CONTINUED)

Only the most qualified candidates will be invited for interviews; and those interviewed will receive a response. Applicants must travel at their own expense.

All documents should be combined and emailed as one PDF attachment to:

hr-usdc@mnd.uscourts.gov

Please enter “Community Intervention Administrator” in the email subject line.

All application materials received will be reviewed to identify the best qualified candidates. Only applicants selected to proceed to the next phase of the selection process will be notified. **Interviews will be conducted during the week of May 20, 2019. Applicants selected for interviews should make themselves available during this timeframe.**

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

An Equal Opportunity Employer