



UNITED STATES PROBATION AND PRETRIAL SERVICES

District of Minnesota

# CAREER OPPORTUNITY

**Posting Date:** October 15, 2021  
**Closing Date:** Open until filled  
Preference given to applicants who apply by November 12, 2021, at 5:00 p.m. Central Standard Time  
**Area of Consideration:** Open to current judiciary employees.

**Position:** Probation Officer Specialist (Re-Entry)  
**Vacancy Announcement Number:** 2021-18  
**Vacancies:** Full-Time (1 position)  
**Classification and Salary Range:** CL 29 \$79,229 to \$128,819  
**Location:** St. Paul, MN  
*(Position may be transferable to other units depending on agency needs)*

## 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 four 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 in St. Paul, MN. The Probation Officer Specialist (Re-entry Specialist) manages a caseload and perform duties of a specialized type. The Re-entry Specialist helps oversee the Residential Re-entry Centers and related programs designed to enhance employment, education, and vocational opportunities for offenders transitioning from custody into the community, as well as assisting professionals who provide direct services to persons under supervision. The Re-entry Specialist serves as our in-house authority for Re-entry Court programming and makes recommendations to management to improve program outcomes targeting the reduction of recidivism. The Re-entry Specialist also serve as the district coordinator for implementing the Second Chance Act of 2007 Policy. The Re-entry Specialist must carry at least a 50 percent caseload, spending at least 50 percent of their time working with persons under supervision; and he/she may guide the work of other staff.

This position is considered hazardous duty, which requires irregular work hours, to include nights, weekends, and holidays. This position also requires frequent travel to divisional offices.

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## REPRESENTATIVE DUTIES

- Perform investigative and supervision responsibilities for offenders/defendants in both general and specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized case 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 may include *U.S. Sentencing Guidelines*, Monographs, and relevant case law in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding issues relating to the area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with high-risk and/or specialized needs.
- Consult with line officer staff concerning residential re-entry center (RRC) cases and assignments. Serve as a liaison to the RRC and Bureau of Prisons Community Corrections Office and oversees offender re-entry programs. Manage allotted bed space with RRC's for public law placements.
- Serve as the district's in-house expert on the *Second Chance Act of 2007*, to include identification of vendors, forming of policy to Second Chance Act statutes, and liaison with Bureau of Prisons on cases which are identified for early release under this statute.
- Develop and maintain a professional relationship with employers, community organizations, and other government agencies. Create defendant and offender advancement plans to determine suitable jobs or career paths. Conduct or participate in career or job fairs that bring employers into contact with groups of offenders. Establish and maintain relationships with local employers to promote consideration of offenders for hire.
- Evaluate, analyze, and identify needs of defendants and offenders relative to employment, GED and vocational training, housing and medical services, and present proposals to provide services. Counsel and assist defendants/offenders with job selection, career planning, and transition. Assess interests, aptitudes, and abilities to steer the offender toward education, training, and career opportunities.
- Instruct defendants and offenders in resume writing, job search and interviewing techniques, workplace decorum, and acceptable work-related attitudes and behaviors.
- Manage the contracting process of procuring and monitoring Second Chance Act programs. Work closely with the contract agencies and service providers to ensure compliance with the contract.
- Obtain and maintain necessary contracting officer certifications to manage the financial requirements for Second Chance Act funds.
- 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.
- 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.

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## REPRESENTATIVE DUTIES CONTINUED

- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.
- Provide proposals/recommendations for updates or amendments to conditions of supervision for this special offender population.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Maintain detailed records of case activity and conduct surveillance and/or search and seizure at the direction of the court.
- Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Perform administrative duties regarding area of specialty.

## MINIMUM QUALIFICATIONS

To qualify for the position of Program Development Specialist, applicants must possess an undergraduate degree from an accredited college or university in a related field of study AND have three years of specialized experience. For placement at CL29, the selected applicant must have three years of specialized experience, including at least one year as a CL28 in the capacity as a U.S. Probation Officer.

## SPECIALIZED EXPERIENCE

Specialized experience is 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 or addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

## PREFERRED QUALIFICATIONS (COURT PREFERRED SKILLS)

The successful candidate must have excellent writing skills and average computer knowledge. Except for consideration concerning the applicable classification level, preference, with respect to hiring, may be given to those applicants who have more than three years specialized experience in any specialty area such as workforce development, reentry, trauma informed care, and other evidence-based practices programming.

The ideal candidate may also possess the following preferred skills:

- Knowledge of national operations, principles, and practices related to Drug/Reentry Court programming.
- Be skilled and knowledgeable about national initiatives impacting each discipline within probation (i.e., presentence, post-conviction, and pretrial services).
- Have contributed to our system via national workgroups or committees sponsored either by the Federal Judicial Center or the Office of Probation and Pretrial Services within the last seven years.
- Illustrated their understanding of DSS and be able to demonstrate how he or she has used DSS reports to problem solve, access trends, and rely upon evidence-based practices (EBP) principles within their discipline.

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- Demonstrated leadership by showing initiative to engaging in project management and establishing programs which helps achieve an organization's mission and vision.
- Demonstrated how he or she has used technology to improve a process.
- Demonstrated the ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.
- Ability to prepare and present complicated training scenarios that prepare officer staff to make critical life and death decisions in various, complex, stressful situations.

## CONDITIONS OF EMPLOYMENT

The selected candidate must be U.S. citizens or permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

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 selected candidate will be subject to random drug screening and updated background investigations every five years.

New employees engaging in work for the District of Minnesota are required to be fully vaccinated against COVID-19. Proof of vaccination will be required prior to entrance on duty.

## APPLICATION INFORMATION AND PROCESS

**Qualified candidates must send the following information to [HR-USDC@mnd.uscourts.gov](mailto:HR-USDC@mnd.uscourts.gov) with the subject line "2021-18 Probation Officer Specialist (Re-entry)." Documents must be sent as a single PDF.**

1. A cover letter (not to exceed three pages), which includes a concise description of the following:
  - a. Your familiarity and ongoing experience in reentry/drug court, cognition, and trauma informed care programming. Include how you have applied this knowledge to your work in either investigations, community supervision, or other aspects of your work.
  - b. How your overall experience and preparation relates to the stated duties and responsibilities.
  - c. A summary of the continued education coursework taken to remain abreast of issues in reentry/drug court, cognition, and trauma informed care programming.
  - d. Any other educational efforts or other steps taken to prepare you for enhanced leadership roles.
2. A resume, which includes dates of employment, duties and responsibilities, and key accomplishments.
3. Copies of the last two performance appraisals.
4. Names and contact information of three non-judicial officer professional references. If you are selected for an interview, references may be contacted prior to the interview. The U.S. Probation and Pretrial Services Office reserves the right to contact additional references other than those provided by the applicant.

All application materials received will be reviewed to identify the best qualified candidates, of whom will be selected to proceed to the next phase of the process. Applicants selected for an interview will be required to prepare a written assignment and presentation, not to exceed 10 minutes. Information concerning this assessment will be forwarded to those selected for an interview. Applicants must travel at their own expense.

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.

**THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER**

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