

**United States District Court  
District of Oregon Probation Office**

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***PLEASE REPLY TO PORTLAND***

**VACANCY ANNOUNCEMENT #17-12**

**TRANSFER OPPORTUNITY  
SPECIAL OFFENDER SPECIALIST**

Court Personnel System Classification Levels: CL 29

Salary Range at \$72,750 - \$118,262 depending on experience, qualifications, and current compensation.

**OPENING DATE: May 18, 2017**

**CLOSING DATE: Open Until Filled**

Preference will be given to applications received by July 10, 2017.

**THE POSITION**

The United States Probation Office for the District of Oregon is accepting applications for a Special Offender Specialist in the Portland Division. By statute, probation officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the Court. Officers may guide the work of Probation Officer Assistants and other staff. Incumbents perform duties that involve both general cases and specialized cases involving offenders with high-risk issues, such as mental health treatment, substance and/or alcohol abuse, sex offenses, computer-related crimes, and financial (white collar) crimes or have location monitoring conditions. Probation specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Intensive supervision is often required for high-risk offenders. More than one position may be filled with this announcement.

**Representative Duties:**

- Performs investigative and supervision responsibilities for offenders in both general and specialized cases. Conducts investigations and prepares reports for the Court with recommendations, which requires interviewing offenders and their families, as well as 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 and relevant case law.
- Tracks developments in the law and updates staff and the Court. Enforces court-ordered supervision

components and implements supervision strategies. Maintains personal contact with offenders through office and community contacts and by telephone. 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.

- Schedules and conducts drug use detection tests and DNA collection of offenders, following established procedures and protocols. Maintains paper and computerized records of test results. Maintains chain of custody of urinalysis testing materials. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and (if warranted) guideline applications. Serves as a resource to the Court. Maintains detailed written records of case activity. Conducts surveillance and/or search and seizure at the direction of the Court.
- Investigates and analyzes financial documents and activities and takes appropriate action. Interviews victim(s) and provides victim impact statements to the Court. Ensures compliance with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the Court.
- Analyzes and responds to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution. Assesses offenders' level of risk and develops a blend of controlling and correcting risk management strategies.
- Participates in on-going training and education opportunities to further develop and/or enhance techniques and skills relating to offenders' investigation and supervision practices.
- Communicates with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders' behavior and conditions of supervision. Identifies and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares written reports of violation matters, and makes recommendations for disposition. Testifies at court or parole hearings. Conducts Parole Commission preliminary interviews. Guides the work of staff providing administrative and technical assistance to officers.
- Guides, advises, trains, and makes recommendations to other officers, the Court, and other individuals regarding their designated area of specialty.
- Assists unit supervisor with the assignment of investigation and supervision cases to the officers ensuring the workload is evenly distributed. Consults supervisor regularly regarding workload equity and caseload assignment issues.
- Regularly conducts high profile or other investigations as directed by the unit supervisor.
- May supervise offenders in witness protection programs.
- Perform administrative duties regarding area of specialty.
- Performs other duties as assigned by the unit supervisor.

## QUALIFICATIONS

### Minimum Qualifications:

To meet the minimum qualifications, applicants must have a bachelor's degree from an accredited college or university in a field of academic study (preferably in criminal justice, criminology, psychology, sociology, human relations, or business or public administration or related field), plus a minimum of three years of specialized experience, including at least one year as a CL-28 probation officer in the U.S. Courts.

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

**Court Preferred Skills:**

A master's degree in a closely related field is preferred.

**Candidates must also demonstrate:**

- Ability to work under pressure with short deadlines while maintaining a positive and professional demeanor;
- Ability to exercise discretion and sound judgment, maintain confidentiality, and foster high ethical standards; and
- Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes offenders, law enforcement and collateral agency personnel at different government levels, and community service providers.

**TO APPLY**

To apply, submit a letter of interest, chronological resume, recent performance evaluation together with an U.S. Probation Office – District of Oregon Application for Employment and a list of 3 professional references to the address below or send via email (pdf preferred, but Word will be accepted) to [hr2@ord.uscourts.gov](mailto:hr2@ord.uscourts.gov). Application forms are available on the District of Oregon's website at <http://www.ord.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

U.S. Special Offender Specialist – Portland  
Human Resources Department  
U.S. Probation Office, United States Courthouse  
1000 S.W. Third Avenue, Suite 740  
Portland, OR 97204-2902

**CONDITIONS OF EMPLOYMENT**

- All Court employees are required to adhere to a Code of Conduct which is available upon request.
- The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- Duty station assignments are at the sole discretion of the Chief Probation Officer.
- In the event a position becomes vacant in the same classification level within a reasonable time of the original announcement closing date, the Chief Probation Officer may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- Participation in the interview process will be at the applicant's own expense.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).

*The United States Probation Office for the District of Oregon is an Equal Opportunity Employer.*