



**U.S. PROBATION/PRETRIAL SERVICES OFFICE  
DISTRICT COURT OF THE UNITED STATES VIRGIN ISLANDS**

**VACANCY ANNOUNCEMENT  
NO. 2016-VI-STT-01**

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**Position Title:** Probation Officer Specialist (Hybrid Position)  
**Location:** St. Thomas/St. John Division  
**Terms of Employment:** Full-time, Excepted Services  
**Starting Salary Range:** CL 29 (\$66,755- \$108,538 plus 13.84% COLA)  
(Starting salary, dependent on qualifications)  
**Opening Date:** 01/04/16 **Closing Date:** 02/29/16  
Applications received by 02/08/16 will be given priority consideration.

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The United States Probation/Pretrial Services Office, District of the United States Virgin Islands, St. Thomas Division, is seeking to hire from within the judiciary a **Probation Officer Specialist**. The District of the Virgin Islands is unique in that due to the size of the district, officers are required to manage a caseload in the areas of pretrial, presentence investigations and post-conviction supervision. Therefore, the Probation Officer Specialist is a “hybrid position”.

The Probation Officer Specialist will be required to write complex presentence investigation reports and serve as district authority on sentencing and sentencing guidelines issues. The Probation Officer Specialist will also supervise a caseload (pretrial/post-conviction), which will include defendants and offenders who have a special condition of location monitoring, and other “special defendants and offenders” which may pose a unique threat to public safety. The Probation Officer Specialist will also serve as the district’s Contracting Officer. Periodic travel to the St. Croix office will be required.

**Representative Duties:**

Perform investigative and supervision responsibilities for defendants/offenders in both general and specialized cases. Conduct investigations, prepare reports and make recommendations for the court in general, high-risk, and/or specialized cases 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 district authority on sentencing and sentencing guidelines issues. Maintain current knowledge of case law and Sentencing Commission, Administrative Office, and local policies and procedures pertaining to sentencing. Maintain up-to-date district-wide resource materials relating to the sentencing process.

Complete presentence investigations for cases involving extremely complex issues and/or cases of unusual notoriety (e.g., white collar, organized crime, large conspiracy drug cases, and criminal organizations),

Conduct the investigation on the lead and/or the “most culpable” defendant in multi-defendant cases and coordinate the preparation of the offense conduct section for the presentence reports in applicable cases.

Coordinate the preparation of the victim impact portion of the presentence report in multi-defendant cases when assigned lead responsibilities in such cases.

Serve as consultant to presentence officers as problems arise during the course of an investigation and/or during preparation of a presentence report, in the absence of, or at the request of DCUSPO.

Serve as resource to DCUSPO and CUSPO by reviewing presentence reports and/or sentencing litany prepared by officers, and make appropriate recommendations for addressing any performance review concerns.

Update policy and procedures related to the investigation and preparation of presentence reports and provide related training to staff at least annually.

Serve as a resource to the court, line officers, and staff in specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with special needs.

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.

Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.

Determine and evaluate on an ongoing basis the available resources throughout the district in regards to drug and alcohol aftercare and mental health support. Secure and contract aftercare services for offenders/defendants while adhering to procurement and contracting guidelines and requirements. Maintain regular contact with contract providers to ensure compliance with contractual agreements. Provide contracting and procurement services related to this position.

Participate in the administrative planning of specialized caseloads. Provide advice, consultation, and program vision and direction and make proposals to the Chief.

**Qualifications:** To qualify for this position, the applicant must be a U.S. Probation Officer with at least three years of specialized experience including at least one year as a CL28. This position requires considerable technical expertise in the general work of probation officers. Qualified applicants must be proficient in PACTS PSX and also have some knowledge of current research, programs, and practices of dealing with high risk cases.

Experience enforcing court-ordered supervision conditions and implementing supervision strategies preferred.

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.

**Application Process:** Qualified applicants must submit the following documents:

1. A cover letter outlining your professional qualifications, skills and experience that demonstrate your ability to perform the duties of the position. As part of the application package, submit a written response (limited to three pages) to the following questions:
  - a. **Describe your style or approach for working with offenders. Do you believe it would be effective when working with his risk population?**
  - b. **What knowledge and skills do you possess in the area of PSI writing that will uniquely qualify you for this position?**
  - c. **Define evidence base practices (EBP) and provide a narrative on how EBP impacts the field of probation and how you would utilize the concept as a Probation Officer Specialist?**
2. An updated resume;
3. Application for Judicial Branch Federal Employment AO-78 (may be downloaded from <http://www.uscourts.gov>).
4. Copies of two most recent performance evaluations; and
5. Three professional references

You must submit ALL required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit documents electronically via email to: [HR\\_Probation@vip.uscourts.gov](mailto:HR_Probation@vip.uscourts.gov), with subject line: VA 16-VI-STT-01 (your name).

**Interview format:** The U.S. Probation Office will only communicate with those individuals who will be invited for an interview and only applicants who are interviewed will receive a written response regarding their application status.

Interviews will be conducted in two rounds: First round of interviews will be conducted via video conference. Applicants (finalists) selected for a second interview will be required to travel (at their own expense) for an **in person** interview.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either which may occur without prior written notice.