



# UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF NEW YORK

## Vacancy Announcement No. 21-05

Opening Date: February 25, 2021

Closing Date: March 11, 2021

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Position: **LOCATION MONITORING SPECIALIST**  
Position Location: Western District of New York – Rochester  
Salary Range: Classification Level 29  
\$73,693- \$119,818  
Pay Table RUS – starting salary is dependent upon qualifications.  
Starting Date: April 2021

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The U.S. Probation & Pretrial Services Office for the Western District of New York encompasses 17 counties and consists of two offices. There are four district court judges, four senior judges, and six magistrate judges. The probation office is headquartered in Buffalo and has one division office in Rochester. The vacant position is available in the **Rochester** office.

### REPRESENTATIVE DUTIES:

A Location Monitoring Specialist performs duties and responsibilities such as, but not limited to, the following:

- Perform investigative and supervision responsibilities for offenders/defendants in both general and high-risk 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 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.
- Recommend policies and procedures for the district as to location monitoring cases, including training practices, managing and assigning caseloads, establishing backups and coverage, alert response protocol, identifying appropriate defendant/offenders, etc.
- Monitor all district location monitoring cases for policy and court ordered compliance. Supervise a specialized location monitoring caseload and monitor compliance with applicable program directives and requirements.
- Act as liaison with location monitoring vendors who provide the equipment and monitoring service for the district and its officers. Order and maintain equipment and inventory. Verify billing information and payments to vendors and notify officers of offenders who are not in compliance with self-pay.
- Provide annual officer training for location monitoring initiation, set-up, district policies/protocols and monitoring.
- 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 home confinement 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.
- 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.
- Respond to judicial officer's request 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. Provide advice, consultation, and program vision and direction and make proposals to the Chief.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. In addition to the educational requirement, applicants must have two years of specialized experience, including at least one year as a CL 28 probation/pretrial services officer in the U.S. Courts. An evaluation of quality of experience may provide placement at salary levels above Step 1 up to and including Step 25 of CL 29 if the selectee possesses more than one year of specialized experience equivalent to work at Classification Level 28.

#### **SPECIALIZED EXPERIENCE:**

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.

#### **BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS:**

The selectee will be subject to ongoing random drug screening and updated background investigations every five years. The selectee may also be subject to subsequent fitness-for-duty evaluations as deemed necessary by the Chief U.S. Probation Officer for reasonable cause at any time. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request.

#### **APPLICATION PROCESS:**

Individuals interested in being considered for the position are invited to submit a written memorandum of interest accompanied by an updated resume and response to the question listed below as part of the narrative statement to Lisa M. Janca, Human Resources Administrator, [Lisa.Janca@nywp.uscourts.gov](mailto:Lisa.Janca@nywp.uscourts.gov), by the close of business at 5:00 PM on March 11, 2021.

1. *Please discuss the most important traits of being a successful Location Monitoring Specialist.*

Job description and additional information can be located on our website at [www.nywp.uscourts.gov](http://www.nywp.uscourts.gov).

Applicants must be United States citizens. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for interview. Only qualified applicants will be considered for this position. The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior notice.

**The U.S. Probation & Pretrial Services Office is an Equal Opportunity Employer**