



UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF NEW YORK

Vacancy Announcement No. 23-05

Opening Date: February 24, 2023

Closing Date: March 10, 2023

Position:	INTENSIVE SUPERVISION SPECIALIST
Position Location:	Western District of New York – Rochester
Salary Range:	Classification Level 29 \$78,784- \$128,064 Pay Table RUS – starting salary is dependent upon qualifications.
Starting Date:	TBD

The U.S. Probation & Pretrial Services Office for the Western District of New York encompasses 17 counties and consists of two offices. There are three district court judges, five senior judges, and seven 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.

Present workload includes supervision of probationers, supervised releasees, parolees, military parolees, pretrial defendants and pretrial diversion cases and the preparation of presentence investigations and all other types of investigations (including bail and pretrial diversion) for the court.

REPRESENTATIVE DUTIES:

An Intensive Supervision Specialist performs duties and responsibilities such as, but not limited to, the following:

- Supervise a specialized caseload of sex offenders and other high-risk defendants/offenders to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment. Supervise pre-trial defendants on an as needed basis.
- Maintains personal contact with defendants/offenders through office contacts and collateral home and community contacts to monitor general compliance with release conditions.
- Develops guidelines and procedures to implement approved intensive supervision programs. Assists officers in utilizing the program and provides training to the staff in identifying and handling special defendants/offenders. Prepares program procedures in written form to ensure overall understanding and consistency with the district.
- Obtain and maintain certification to perform Computer Voice Stress Analyzer (CVSA).
- Facilitate sex offender support group as needed.
- Supervision of offenders released pursuant to conditions in accordance with the Adam Walsh Child Protection and Safety Act of 2006, including all responsibility for electronic monitoring of those defendants.
- Installation and monitoring of applications to investigate all activity on the computer, automated services, or connected devices owned or operated by defendants/offenders.
- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing defendants/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, Monographs, and relevant case law.
- Track legal developments, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants/offenders. 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.

- Schedule and conduct drug use detection tests for defendants/offenders 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.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Responsible for enforcement of home confinement conditions ordered by the court.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess defendants/offenders level of risk and develop a blend of strategies for controlling and correcting risk management.
- Participation in ongoing training and education opportunities to further develop and/or enhance techniques and skills relating to defendants/offenders investigation and supervision practices.
- Communicate with other organizations and persons (such as the Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning defendants/offenders 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 hearings. Guide the work of staff providing administrative and technical assistance to officers.
- Guide, advise, train and make recommendations to other officers, the court, and other individuals regarding their designated area of speciality. Perform investigative and supervision responsibilities for defendants/offenders with specialized situations or needs.
- Perform administrative duties regarding intensive supervision.

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 three years specialized experience, including at least one year as a 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.

SPECIALIZED EXPERIENCE:

Progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. 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, updated background investigations every five years and may 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, by the close of business at 5:00 PM EST on March 10, 2023.

1. Discuss the specific traits associated with being a successful Intensive Supervision Specialist.

Job description and additional information can be located on our website at www.nywp.uscourts.gov. Applicants must be United States citizens. The final candidate will be subject to a background investigation. 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