



UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF NEW YORK

Vacancy Announcement No. 25-02

Opening Date: April 17, 2025

Closing Date: May 1, 2025

Position:	SENTENCING GUIDELINES SPECIALIST
Position Location:	Western District of New York – Rochester
Salary Range:	Classification Level 29 \$84,875 - \$137,992 Pay Table RT – starting salary is dependent upon qualifications.
Starting Date:	To Be Determined

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, 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 releasees 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:

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

- Perform investigative and supervision responsibilities for defendants/offenders in both general and specialized cases. Conduct investigations and prepare reports for the court with recommendations, which require interviewing offenders/defendants 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.
- Serve as a resource and expert 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.
- 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.

- 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.
- 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.
- Train district staff including law clerks, law enforcement agencies, U.S. Attorney's staff, and/or defense attorneys on sentencing guidelines and sentencing matters, including new developments in sentencing issues, guideline amendments, case law, etc.
- Serve as the lead with district presentence groups by conducting regularly scheduled meetings. Serve as the group's representative to management and address any group issues of concern during management meetings.
- 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 of 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 expert in the use of Westlaw and Lexis and act as trainer for district staff in research procedures. Service as district representative/liaison with Westlaw, Lexis, and PSX.
- Serve as a consultant to presentence officers and attorneys 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 a SUSPO. Consistently provides solid and thorough supervisor duties, when unit supervisor is on leave or otherwise unavailable.
- Demonstrate and maintain proficiency in financial investigation techniques and assist other officers with these matters, as requested. Maintain resource materials for the district relating to financial investigations. Train district staff on financial matters.
- Serve as resource to SUSPOs 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.
- Perform administrative duties related to presentence investigations and sentencing guidelines.

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must be a citizen of the United States. 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, 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, by the close of business at 5:00 PM EST on May 1, 2025.

1. *Discuss your specific interest in securing the Sentencing Guidelines Specialist position in the presentence unit.*

Job description and additional information can be located on our website at 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