



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
PROBATION OFFICE  
Jacksonville, FL**

**VACANCY ANNOUNCEMENT**

**Special Offender Specialist  
No 2018-02**

\$69,780 - \$112,004 (CL 29/1- CL 29/61)

Opens: **February 15, 2018** Closes: **March 1, 2018**

**Introduction**

We are seeking qualified applicants for the position of Special Offender Specialist in the Jacksonville Division. The successful applicant will be given a caseload of intensive supervision cases which will include those offenders having more pronounced mental health problems, offenders with substance abuse problems, sex offenders, and other "special offenders" which may pose a unique threat to the public safety.

**Representative Duties:**

Performs investigative and supervision responsibilities for offenders in both general and specialized cases. Conducts investigations and prepare reports for the court with recommendations which require 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.

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 implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.

Serves as in-house authority to other Probation Officers and members of management, regarding all aspects of EBP.

Participates in the development of programs to implement evidence-based practices supervision and case management techniques. Participates in ongoing EBP training and education opportunities to further develop and/or enhance techniques and skills relating to defendant/offender investigation, supervision practices and specialized areas(s). Determines and evaluates available resources.

Assists with statistical data collection regarding the evidence-based programs utilized in the district and their outcomes to determine effectiveness. Participates in developing a system to review existing and new EBP research findings.

**Special Tasks and Other Duties:**

As a senior officer, the incumbent will be expected to communicate effectively, lead with maturity and passion, and assist in the professional development of staff. The selected candidate will be expected to demonstrate an understanding of the Charter for Excellence and will exemplify such in their day to day behavior.

Assists in the administration of the district's treatment programs by identifying and monitoring treatment contract services.

Assist the SUSPO as needed with the general administrative duties associated with supervision, which may include but not limited to, reviewing officer's written work and reports and making themselves available to staff and/or discuss supervision cases with officers in the district.

**Minimum Qualification and Experience:**

To qualify for this position, a person must have at least three years of specialized experience as a federal probation officer, including at least one year as a CL-28 probation officer in the U.S. Courts.

This position requires considerable technical expertise in the general work of probation officers. The person chosen for the position must have some knowledge of current research, programs, and practices of EBP.

A demonstrated skill in supervising offenders/defendants with specialized needs/situations; such as, substance abuse, mental health, etc. is a must.

The specialist must have demonstrated the ability to work with challenging offenders and handle complex supervision investigations and a willingness to assist other officers in supervising these difficult cases.

Candidates with an advanced degree in the social sciences are preferred.

**Desirable Personal Characteristics:**

The successful candidate must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and polite. Incumbent must be a perennial learner with the desire to be an expert in our changing field.

**How to Apply:**

Applicants must submit a cover letter, resume, salary history, copies of last two performance appraisals, and a supplemental answering the following question:

1. What actions can you take as an Officer Specialist to insure that you support the mission and goals of this organization?

Kindly email all documents to [josianne\\_mcgregor@flmp.uscourts.gov](mailto:josianne_mcgregor@flmp.uscourts.gov) In the subject line, note 2018-02

**Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response.**

Applicants selected for interviews must travel at their own expense. Relocation expenses are not reimbursable.