



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

**VACANCY ANNOUNCEMENT**

**Sentencing Guideline Specialist**

**No 2019-12**

**\$70,965 - \$115,313 (CL 29/1- CL 29/61)**

**Opens: June 7, 2019 Closes: June 21, 2019**

**Introduction**

The U.S. Probation for the Middle District of Florida is seeking qualified applicant for the position of Sentencing Guidelines Specialist in the Orlando Division. More than one position maybe filled from this announcement.

The specialist's primary responsibility will be the completion of presentence investigations involving extremely complex cases and/or cases of unusual notoriety (i.e. white collar, WITSEC, organized crime cases, and large conspiratorial drug cases.) The incumbent acts as resident authority for the office in presentence investigations and sentencing guideline applications.

**Representative Duties:**

Conducts the investigation on the "lead" and/or "most culpable" defendant, as well as the other defendants in a multi defendant case, and prepares the offense conduct portion of the presentence report.

Acts as a coordinator in assessing levels of culpability and sits as a member of disposition committee meetings for multi-defendant cases. May be called on to prepare the victim impact statements in cases involving multiple victim offenses when responsible for any of the defendants.

Investigates and analyzes financial documents and activities as necessary to prepare reports. Ensures compliance with Mandatory Victims Restitution Act.

Tracks developments in the law, and update staff and the court. Acts as resource/authority in matters related to sentencing guidelines.

Assists in training new officers in presentence procedures and guideline matters, as needed. The specialist will assist the other officers in the division by providing occasional briefings on new developments and sentencing issues, to include guideline amendments and case law.

**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.

Assist the supervisor as needed with the general administrative duties associated with the presentence unit, which includes but not limited to, reviewing officer's written work and reports and making themselves available to staff and/or discuss 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 presentence investigation process, federal law, sentencing guidelines, and sentencing process.

A demonstrated skill in conducting legal research related to varied complex and difficult legal issues, related to sentencing and supervision.

Must possess the ability to guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding sentencing guidelines.

Candidates must be fully proficient in the use of PSX.

Advanced degrees 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, copies of most two recent evaluations, and a supplemental answering the following question:

1. What actions can you take as a Guidelines Specialist to ensure 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 **2019-12**

**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.