



**EASTERN DISTRICT OF WASHINGTON  
U.S. PROBATION/PRETRIAL SERVICES OFFICE**

**PROMOTIONAL OPPORTUNITY**

Job Code: WAEP 2014-05

**Opening Date: April 22, 2014**

**Closing Date: May 14, 2014**

**POSITION TITLE: Evidence-Based Program Specialist**  
**SALARY RANGE: CL 29/1 - 29/61 (\$66,093 - \$107,465)**

This promotional opportunity is within Washington Eastern Probation and is limited to U.S. probation/pretrial services line officers within the Washington Eastern Probation/Pretrial Services Office. The incumbent in this position will work under the direction of a Supervising U.S. Probation Officer. More than one position may be filled under this announcement.

**REPRESENTATIVE DUTIES and RESPONSIBILITIES:**

- Perform investigative and supervision responsibilities for offenders/defendants in both general cases and specialized cases which include offenders/defendants who are identified as needing specialized monitoring and evaluation plans. 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 cases requiring specialized monitoring and evaluation. 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 in this specialized category and concept and skills.
- 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, and with procedural matters related to aftercare.
- Track developments in the law and update staff and the Court as appropriate. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants/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*. Enforcement of location monitoring conditions ordered by the Court, and may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- 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.
- Identify criminogenic needs of offenders relative to implementation of evidence-based practices (EBP) and manage such specialized cases. Serve as in-house authority to U.S. probation officers and members of management, regarding all aspects of EBP.
- Develop/coordinate programs to implement evidence-based practices, including appropriate assessment instruments to identify risks, needs, and treatment; including, cognitive behavioral therapy, motivational interviewing, and workforce development through implementation of identified concepts and skills. Determine and evaluate available resources.
- Collect statistical data regarding the evidence-based programs utilized in the district and their outcomes to determine effectiveness. Develop a system to review existing and new EBP research findings.
- 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 officers’ requests for information and advice. Testify in court as to the basis for factual findings and 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 U.S. Probation Officer. Represent the probation office, the Court, and the probation system at meetings, seminars, and conferences. Make formal presentations as necessary.

**QUALIFICATIONS/REQUIRED EDUCATION/EXPERIENCE:**

Three years of specialized experience, including at least one year as a CL-28 probation/pretrial services officer in the U.S. Courts. If a candidate meets the minimum qualification requirements (three years of specialized experience), except for the one year specialized experience as a CL-28 probation/pretrial services officer in the U.S. Courts, the candidate would be placed at the CL-28 level to accrue the necessary experience with promotion potential to the target CL-29 level without further competition.

***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.

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**APPLICATION PROCESS**

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Interested applicants must submit a letter of interest addressed to Chief Scott Morse outlining skills and experience that have prepared you for this position. In your submission, please summarize why you believe you are the best fit for this position, and provide any better practices or suggestions for continued effectiveness and cohesiveness in operations. Applicants must include the Job Code from this job posting in their letter of interest and submit before close of business on **May 14, 2014**.

If you have any questions, please contact HRS Nancy Wideman at 742-6317.