



Notice of Career Opportunity
U.S. Probation and Pretrial Services
Western District of Pennsylvania



Position Title: U.S. Probation Officer Training Specialist
Vacancy Number: 25-05
Opening Date: March 18, 2025
Closing Date: April 3, 2025 11:59 PM EST
Duty Station: Pittsburgh, PA
Appointment Type: Permanent
Salary Range: CL 29 (\$87,143 starting – \$141,679 ending) Table PIT
Starting salary based on qualifications and experience.

The Probation Office for the Western District of Pennsylvania is accepting internal and external applications for a U.S. Probation Officer Special Offender Specialist position(s) from **current** federal probation officers or pretrial services officers. The position(s) will be stationed in the Pittsburgh office.

Probation and Pretrial Services Office

The Western District of Pennsylvania's jurisdiction encompasses the 25 western counties of Pennsylvania. The U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania provides services to the Court, the community, and people under supervision. The probation office has over 80 employees including probation officers and administrative support positions. The Probation Office headquarters is located within the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA, and divisional offices are located in Erie and Johnstown.

Mission Statement

We believe everyone can experience meaningful change and personal growth. In our service to the Court and to the public, we use best practices to promote positive outcomes and create safer communities.

About the Position

The Probation Officer Training Specialist position will be assigned duties and cases in any general and/or specialized area, or any combination of specialized cases and case assignments will differ depending upon the needs of the office, in order to provide flexible and temporary coverage to caseloads in the event of a temporary absence of a U.S. Probation Officer and/or Specialist within the Western District. In addition to managing a caseload, the Probation Officer Training Specialist will be responsible for implementing, coordinating, monitoring, and delivering trainings that comply with the appropriate guidelines, policies, and approved interval controls to enhance productivity and professional growth and development.

Representative Duties

- Conduct investigation, prepare reports, and make recommendations for the court in general, 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. Track legal developments and update staff and the court.

- Serve as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding issues relating to these areas of specializations. Assist training line officers on operational needs impacting community supervision.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision, and professional growth and development programming.
- 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 persons under supervision 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. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving persons under supervision and present unresolved issues to the court for resolution. Assess persons under supervision level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Communicate with other organizations (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. Guide the work of staff providing administrative and technical assistance to officers.
- Schedule and conduct drug use detection tests and DNA collection of persons under supervision, 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 requests 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.
- Serve as the resident authority for overall staff and professional growth and development training programs. Recommend, develop, and update training policies, procedures, presentations, and resources; to include new officer employee orientation and the integration of FJC and AO training procedures and guidelines, as a way of ensuring the overall understanding and consistency within the district.
- Ensure that the district training program complies with national and local courts approved policy. Coordinate new officer training at the Federal Law Enforcement Training Center.
- Identify ongoing training needs through survey, meetings, interviews, and analyses of organizational problems. Develop educational training goals and objectives for the organization. Research, draft, and maintain training manuals and materials.
- Serve as an instructor, program coordinator, group facilitator, and discussion leader, of most professional growth and development programs, as required.
- Schedule training programs and coordinate training with personnel and external consultants, as necessary. Identify, plan, and arrange logistical support for training including a meeting place, equipment, visual aides, and other materials.

- Serve as the district liaison with the FJC. Establish relationships and maintain information sharing networks with courts employees, other district and circuit training coordinator, the FJC, the AO, and the local training and education community. Coordinate joint training programs with others.
- Maintain detailed and accurate training databases to track the training obtained by each employee during the year. Confirm each employee complies with the minimum training requirements.
- Determine and evaluate available resources in relation to training. Work with the Chief Probation Officer and the finance or budget unit to procure training related items.
- May be asked to perform other duties as assigned by the Assistant Deputy Chief, Deputy Chief, and Chief Probation Officer.
- Temporary travel and assignment to other offices within the district may be required, with the possibility that temporary assignments will vary in duration, frequency and notice (at times there may be little to no advance notice).

Qualifications and Experience

- To qualify for this Specialist position, the candidate must have three years of specialized experience, which is progressively responsible experience in the field of post-conviction and pretrial supervision, including at least one year as a CL-28.

** Specialized experience is 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 officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.*

Preferred Qualifications/ Court Preferred Skills

The successful candidate must have excellent writing skills and average computer knowledge. Preference may be given to those applicants who have more than three years specialized experience in any specialty area such as adult learning and training experience; or evidence-based practices programming.

The ideal candidate may also possess the following preferred skills:

- Master's Degree in closely related field from an accredited college or university.
- Be skilled and knowledgeable about national initiative impacting each discipline within probation (i.e., presentence, post-conviction, and pretrial services.)
- Have contributed to our system via national workgroups or committees sponsored either by the Federal Judicial Center or the Office of Probation and Pretrial Services within the last seven years.
- Illustrated their understanding of DSS and be able to demonstrate how he or she has used DSS reports to problem solve, access trends, and rely upon evidence-based practices (EBP) principles within their discipline.
- Be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.
- Demonstrated leadership by showing initiative to engaging in project management and establishing programs which helps achieve an organization's mission and vision.
- Demonstrated how he or she has used technology to improve a process.
- Demonstrated the ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.

- Knowledge of training and education programs and available resources, all of which focus overall operations, and professional growth and development.
- Ability to identify and evaluate training needs, develop proposals, and implement programs.
- Skill in presenting information clearly to groups of adult learners. Ability to act as a group trainer, facilitator, and discussion leader.

Benefits

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, optional long-term care and long-term disability, optional vision, optional dental, annual/sick leave, federal holidays and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

How to Apply

Applicants who meet all qualifications must submit the following items in PDF format online at: <https://www.pawp.uscourts.gov/careers>

Please reference position #25-05

- Letter of interest (no more than two pages) detailing your leadership style and how you would utilize that style in the role of Specialist; and
- Detailed resume including education, previous employment, and salary history; and
- Your two most recent performance evaluations; and
- Application for Judicial Employment (AO-78) is available on our website.

Application forms are available on the Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania website at <https://www.pawp.uscourts.gov/careers> fillable format. Please type or print all information and sign and date forms where indicated. Incomplete packets will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Disclosures

- Applicants must be United States Citizens or eligible to work in the United States.
- U.S. Probation reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.
- Qualified applicants selected may be administered a written test.
- Only the most qualified persons will be invited to a personal interview.
- Reimbursement for travel and expenses is not authorized.
- A valid driver's license is required.
- This office may contact references and former employers.
- This Court is an Equal Opportunity Employer