

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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December 4, 2018

**SPECIAL OFFENDER SPECIALIST  
(SEX OFFENDER)  
VACANCY ANNOUNCEMENT  
JOB CODE: 18-9C1204SOSP**

POSITION: Special Offender Specialist (Sex Offender)

STATUS: Regular Full-Time

SALARY RANGE: \$84,242 - \$136,974 (CL 29/01 - CL 29/61)

CLOSING DATE: January 4, 2019

LOCATION: San Francisco, Oakland, San Jose, or Santa Rosa California

The United States Probation Office, Northern District of California invites applications for the position of Special Offender Specialist (Sex Offender). The Specialist position is a promotional opportunity for line officers and is classified at CL-29. More than one Special Offender Specialist (Sex Offender) position may be filled from this vacancy announcement.

**INTRODUCTION:** The Special Offender Specialist (Sex Offender) is responsible for the oversight and development of the district's Sex Offender Program, including the investigation and supervision of sex offenders with high-risk issues, which often requires intensive supervision for offenders in this category. The incumbent serves as the in-house authority on matters relating to sex offenders and provides officer training in this area.

**REPRESENTATIVE DUTIES:** Perform investigative and supervision responsibilities for offenders in both general cases and specialized cases which include sex offenders. Demonstrate effective leadership by serving as a key member of the district's Sex Offender Management Team. Consult with line officer staff concerning sex offender cases and sex offender treatment services. Coordinate district-wide sex offender treatment services contracting and placement of sex offenders in appropriate treatment services. Coordinate monitoring and evaluating effectiveness of sex offender treatment services. Conduct periodic internal reviews of the district's sex offender cases utilizing the current sex offender review instrument and additional quality control measures. Serve as the liaison to the Bureau of Prisons and community corrections centers for offenders with sex offenses. Maintain records and coordinate sex offender polygraphs conducted regularly by contract vendors. Work collaboratively with treatment services specialists to coordinate treatment services contracting and monitoring activities, including review and oversight of vendor invoicing. Work collaboratively with other special offender specialists to ensure proper supervision of sex offenders pursuant to national and

local policies. Serve as a resource for management in the formulation, implementation, and assessment of practices, policies, and procedures in the area of specialty. Develop and prepare written procedures to ensure overall understanding and consistency in the supervision of sex offenders within the district. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving sex offenders. Assist in developing policies and proposals to provide needed services. Train and assist line officers on identification, investigation, and supervision of offenders involved in sex offenses.

**MINIMUM QUALIFICATIONS:** Three years of specialized experience, including at least one year as a CL-28 probation/pretrial services officer in the U.S. courts. 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, custodial, or security officer, other than criminal investigative experience, is not creditable.

**PREFERRED QUALIFICATIONS AND EXPERIENCE:** Thorough knowledge of specialized area as it relates to sex offender supervision including behavior associated with the sex offender criminal type and supervision tools needed to monitor compliance with conditions of supervision. Expert knowledge of strategies and resources available that are tailored to the effective oversight and treatment of sex offenders. Complete knowledge and mastery of the application of the policies and procedures in the Guide to Judiciary Policy, Volume 8, Part I: Sex Offender Management. Skill in using specialized counseling and development practices and techniques at all levels in the supervision of offenders. Ability to provide consultation and train others on sex offender supervision practices.

**APPLICATION INSTRUCTIONS:** Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and letter of interest including an outline of their skills and experience. Applicants must include the Job Code from the job posting in their letters of interest. In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78). Form AO 78 (the Application for Employment) is available at: [www.canp.uscourts.gov](http://www.canp.uscourts.gov) on the Employment Page.

In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application: AO 78 (10/09). Previous versions and other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. All applications must be received on or before January 4, 2019 by close of business (5:00 p.m. PST). It is required that you submit your application materials via e-mail to: [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov). Application materials received by mail, fax, or any other means other than by e-mail to [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov) will not be considered.

Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements. Only the most qualified applicants will be interviewed in person and only those who are interviewed in person will receive a response regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

**The United States Probation Office for the Northern District of California reserves the right to modify the conditions of this vacancy announcement or withdraw the vacancy announcement, either of which may occur without prior written notice.**

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