

***** PROMOTIONAL OPPORTUNITY*****



UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF OKLAHOMA

Position Title: Senior United States Probation Officer (Special Offender Specialist)

Full-Time/Permanent

Vacancy Announcement # FY 25-01

Location: Tulsa, Oklahoma

Opening Date: October 9, 2024

Closing Date: Open until filled, priority given to applications received by November 1, 2024

Salary: Dependent upon qualifications, CL 29, Step 1-55 (\$82,718-\$129,273)

Current Salary Considered

\$5,000 Relocation Bonus available to those residing 50 miles outside of the geographical area

The United States Probation Office serves the United States District Court for the Northern District of Oklahoma, which includes 11 counties. The Probation Office currently has 44 employees, including 20 line officers, seven Special Offender Specialists, one Probation Officer Assistant, and seven Probation Services Assistants. The management structure consists of the Chief, Deputy Chief, five Supervisory Probation Officers, and one Probation Support Supervisor.

Summary

The Special Offender Specialist will handle a caseload of intensive pretrial supervision cases, which will include sex offenders and other “special offenders,” who may pose a unique threat to public safety. In addition, the Specialist performs the full range of duties and responsibilities of a U. S. Probation Officer at the CL 28 level.

Qualifications

To qualify for the position of Special Offender Specialist, the applicant must be a U. S. Probation Officer with at least three years of specialized experience, including at least one year as a CL-28, and either a Master's Degree in a relevant field or a Juris Doctorate. This position requires considerable technical expertise in the general work of probation officers. Must also have some knowledge of current research, programs, and practices of dealing with high-risk cases.

***Specialized Experience:** Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, correction, criminal investigations, or work in substance/addiction treatment.

Court Preferred Qualification/Skills:

The incumbent must have working knowledge of Microsoft Word and automated systems, well developed written and verbal communication skills, superior organization skills, unquestioned integrity, maturity of judgement and tact. Also, the incumbent must have the capability to cope with a stressful workload and maintain a professional demeanor under stressful situations. Knowledge of national policy related to sex offender management is desirable.

Additional Information

All application information is subject to verification. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice. The Court is not authorized to reimburse travel expenses in connection with an interview.

Application Procedures

Interested applicants must submit a cover letter which clearly outlines their professional qualifications, skills and experience that demonstrate his/her ability to perform the duties of the position, a resume and a copy of their two most recent performance evaluations. The application packet can be sent via email to the Human Resources Office at: okndhr@oknd.uscourts.gov

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