



**UNITED STATES PROBATION AND PRETRIAL SERVICES
WESTERN DISTRICT OF WASHINGTON**

SENTENCING SPECIALIST

ANNOUNCEMENT NUMBER 18-WAW-10

ANNOUNCEMENT DATE May 18, 2018

CLOSING DATE Open until filled; preference given to resumes received by June 30, 2018

The U.S. Probation and Pretrial Services Office for the Western District of Washington is currently accepting applications for a Sentencing Specialist. Our District has three distinct units under U.S. Probation and Pretrial Services: a pretrial services unit including supervision, a presentence unit, and a post-conviction supervision unit. There are five offices within the district: Seattle, Tacoma, Tukwila, Everett, and Vancouver. The assignment to a duty station is at the discretion of the Chief. Frequent travel within the district is required as is some out of district travel.

DUTIES AND RESPONSIBILITIES

Probation and Pretrial Services officers are federal law enforcement officers who work within the Judiciary to assist in the fair administration of justice, provide community safety, conduct objective investigations, supervise defendants, and interact with outside agencies and community members. The Sentencing Specialist serves as the district's authority on presentence investigations, sentencing guidelines and sentencing issues.

- Conduct investigations, prepare reports, and make sentencing recommendations for the Court in general, high-risk, and specialized cases by interviewing 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*, *U.S. Sentencing Guidelines*, national guide, and relevant case law.
- Complete presentence investigations for cases involving extremely complex issues and/or cases of unusual notoriety (e.g., white collar, organized crime, large conspiracy drug cases, criminal organizations and as needed for out of district cases).
- Conduct the investigation on the lead and/or the "most culpable" defendant in multi-defendant cases and coordinate the preparation of the offense conduct section of the presentence reports in applicable cases. Coordinate the preparation of the victim impact portion of the presentence report in multi-defendant cases when assigned lead responsibilities in such cases.
- Consult with presentence officers as problems arise during the course of an investigation and/or during preparation of a presentence report.
- Assist management by reviewing presentence reports prepared by officers and make appropriate recommendations for addressing any concerns.
- Serve as district authority on sentencing and sentencing guidelines issues. Maintain current knowledge of case law and Sentencing Commission, Administrative Office, and local policies and procedures pertaining to sentencing. Maintain up-to-date district-wide resource materials relating to the sentencing process.

<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Serve as a resource and expert to the Court, line officers, and staff in specialized cases. Guide, advise, train, and make recommendations to other officers and the Court. • Serve as an expert in the use of Westlaw and Lexis and act as trainer for district staff in research procedures. Serve as district representative/liaison with Westlaw and Lexis. • Update policy and procedures related to the investigation and preparation of presentence reports and provide related training to staff at least annually. • Train district staff, law enforcement agencies, U.S. Attorney's staff, and/or defense attorneys on sentencing matters, including new developments in sentencing issues, guideline amendments, case law, etc. • Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation of defendants. • Track developments in the law, and update staff and the Court. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. • 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 <i>Mandatory Victims Restitution Act</i>. <p>PREFERRED QUALIFICATIONS</p> <ul style="list-style-type: none"> • Juris Doctorate degree. • Demonstrated passion and commitment, knowledge, skill and ability working in criminal law. • Commitment to upholding and promoting the district's mission. • Excellent research and writing skills. • Ability to communicate and testify professionally. • Strong work ethic. • Commitment to and demonstration of continued professional development. • Ability to exercise mature judgment, discretion, and confidentiality. • Ability to organize and prioritize work schedule, and work independently with minimal supervision. Ability to work under pressure and with short deadlines while maintaining a positive and professional demeanor. • Ability to exercise impartiality, objectivity, fairness and discretion with the defendant population and their family/support system. • Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes defendants, law enforcement and collateral agency personnel at different government levels, and community service providers. • Experience working in community corrections. • Knowledge of the roles and functions of federal probation and pretrial services and the legal requirements used in probation and pretrial services. Knowledge of how other judicial process and procedures relate to the officer's roles and responsibilities. • Ability to communicate fluently in a second language.
<p>EDUCATION</p>	<p><u>Required Education:</u> Completion of a Juris Doctorate and a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides the capacity to understand and apply the legal requirements and human relations skills involved in this position.</p> <p><u>Specialized Experience:</u> Minimum of two years progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole,</p>

	<p>corrections, criminal investigations, substance use/addiction treatment or the practice of law is required.</p>
MEDICAL REQUIREMENTS	<p>The duties of probation and pretrial services officers require the investigation and management of defendants charged with criminal offenses or convicted offenders, both who present physical danger to officers and to the public. In the supervision, treatment, and control of these defendants or offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with criminal offenses or convicted of committing federal offenses.</p> <p>Prior to appointment, candidates considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.</p> <p>The medical requirements and the essential job functions derived from the medical guidelines for probation and pretrial services officers and officer assistants are available for public review at www.uscourts.gov.</p>
BACKGROUND INVESTIGATIONS	<p>Final candidates are subject to a preliminary background investigation and record check. Upon successful completion of the medical examination and drug screening, candidates may be appointed provisionally, pending a favorable suitability determination by the Court based on a full background investigation. Background investigations are 10 years in scope and conducted by the Office of Personnel Management; a full reinvestigation occurs every 5 years.</p>
LAW ENFORCEMENT TRAINING	<p>Officers are required to attend a 6 week training program at the Federal Law Enforcement Training Center, located in Charleston, SC, during their first year of employment. Due to curriculum demands, schedule, and distance, employees are generally not able to travel back to their home district during training.</p>
MAXIMUM ENTRY AGE	<p>First-time appointees to positions covered under law enforcement officer retirement provisions cannot reach their 37th birthday at the time of appointment. Applicants 37 or over with previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.</p>
SALARY RANGE	<p>Court Personnel System Classification Level:</p> <p>CL28, Step 1 – 61, \$63,656 - \$103,441</p> <p>CL29, Step 1 – 61, \$75,672 - \$123,038</p> <p>Depending on experience and qualifications; additional promotional potential without further recruitment.</p>

<p>BENEFITS</p> <p>INFORMATION FOR APPLICANTS</p>	<p>The U.S. District Court provides a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the Federal Courts, visit www.uscourts.gov</p> <p>To be considered, qualified applicants will submit a cover letter, resume, and supplementary statement in 800 words or less answering the following question: <i>How have your life experiences, work experience, and education prepared you for the role of Sentencing Specialist?</i></p> <p>Applications will not be considered complete until all the items listed above have been received; incomplete application packets will not be considered.</p> <p>Submit application materials via e-mail (Word or Acrobat .pdf format) to:</p> <p>seattle_personnel@wawd.uscourts.gov, or Human Resources (#18-WAW-10) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel at their own expense.</p> <p>The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers are conducted for top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, is conducted as a condition of employment. Any applicant selected for a position is hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.</p> <p>The Federal Financial Management Reform Act requires direct deposit of federal wages.</p> <p>The Court provides reasonable accommodations to applicants with disabilities. Notify Human Resources if you need a reasonable accommodation. The decision to grant a reasonable accommodation is made on a case by case basis.</p> <p>The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the new position. More than one position may be filled from this announcement.</p>
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The United States District Court is an equal opportunity employer and values diversity in the work place.