



UNITED STATES DISTRICT COURT

DISTRICT OF COLUMBIA PROBATION OFFICE

MALINDA ANDERSEN • CHIEF UNITED STATES PROBATION OFFICER
E. BARRETT PRETTYMAN U.S. COURTHOUSE • 333 CONSTITUTION AVENUE, N.W. • SUITE 2214
WASHINGTON, D.C. 20001-2866 • TELEPHONE (202)565-1300

PROMOTIONAL OPPORTUNITY

Announcement Number: 25-DC-12

Position Title: SPECIAL OFFENDER SPECIALIST

Grade/Salary Range: CL-29 (\$96,438 - \$156,792)
(Depending upon qualifications and experience)

Position Location: Washington, DC

Position Information: Full-time/Permanent/Excepted Service
(One position is available)

Area of Consideration: Open to all current United States Probation Officers in the Federal Judiciary only.

Area of Focus: Location Monitoring

Open Date: November 26, 2025

Closing Date: December 26, 2025

How to Apply: To be considered for this “at will” position, applicants are required to submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov) (Note: Page 5 of the AO-78 must be completed and signed.)
- A resume detailing all relevant experience, education, and skills
- Copy of last two performance appraisals. If appraisals are unavailable, please provide an explanation.
- Most recent SF-50

Failure to submit a complete, typed, and signed cover letter and AO-78, resume, last two performance appraisals, and SF-50 will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own

expense. Virtual interviews may be conducted in lieu of face-to-face interviews. One application per candidate will be accepted for this announcement.

Applications may be mailed/hand-delivered to:

United States Probation Office
Attn: Human Resources
333 Constitution Avenue, NW, Suite 2214
Washington, DC 20001-2866
Reference Announcement: 25-DC-12

or e-mailed to: jobs@dcp.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For additional opportunities and information, please see our website: <https://www.dcp.uscourts.gov/career-opportunities>.

JOB SUMMARY:

The position is located in the United States Probation Office in the United States District Court for the District of Columbia. By statute, the probation officer serves in a judiciary law enforcement position and assists in the administration of justice and promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. Officer specialists manage a caseload that includes a significant proportion of offenders/defendants of a specialized type and serve as local experts on cases of this type. The officer specialist also serves as the resident authority for the soliciting, negotiating, awarding, and monitoring of contracts with various entities, including agencies providing various services to the agency and the population it serves. The special offender specialist performs duties that involve high-risk issues, such as mental health treatment, substance and/or alcohol abuse, sex offenses, computer-related crimes, gangs, financial (white collar) crimes, or cases with location monitoring conditions. Intensive supervision is often required for high-risk offenders/defendants. Probation officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Officer specialists may guide the work of other staff.

DUTIES AND RESPONSIBILITIES:

- Perform all duties and responsibilities of a United States Probation Officer at the CL-28 level.
- Responsible for the oversight of the district's Location Monitoring program. The Special Offender Specialist is responsible for the supervision of cases with a location monitoring special condition. The specialist acts as consultant, trainer, and resource for staff and is directly responsible for day-to-day services (schedule changes, 24-hour coverage, seven days a week, with location monitoring vendors) and coverage of the location monitoring cases.
- Perform home inspections to determine suitability and operational functionality of systems, and home environment for deployment of location monitoring equipment and the upkeep of the equipment.
- Make monthly inspections of location monitoring equipment to ensure satisfactory

functioning and signs of tampering; also, clean and maintain equipment and reports any defective equipment or signs of tampering in accordance with policies and procedures.

- Supervise, monitor, observe and report on lifestyles of participants, including personal problems and needs of participants that become apparent during home visits.
- Install participants on location monitoring including fitting and installing transmitter to participant's leg, deploying and installing receiver/dialer at participant's residence.
- Respond on site to reported equipment problems: repairing or replacing defective monitoring units.
- Routinely conduct home, employment, and other community visits. Nontraditional fieldwork hours are required.
- Investigate and approve referrals for the location monitoring program for the District of Columbia.
- Keep records and develop statistical information on pertinent aspects of the location monitoring program.
- Under the direction of the district's Treatment Services Contracting procedures, the incumbent will assist in securing contracts for the location monitoring program. Prepare and monitor Blanket Purchase Agreements (BPAs) and Request for Proposals (RFPs) to be sent to interested contractors. Develop budget estimate for program. Monitor spending levels throughout the fiscal year. Identify actions to be taken if shortfalls occur. Certify invoices for payment.
- Ensure the Location Monitoring Program adheres to all local and national guidelines and performs audits, as necessary, to ensure compliance.
- Serve as a resource person for the staff and court in all matters related to referral and involvement in the location monitoring program.
- Serve as a liaison between the U.S. Probation Office, the Bureau of Prisons, Administrative Office of the U.S. Courts, Monitoring Equipment Contractors, and such resource agencies involved in the implementation and operation of the location monitoring program.
- Responsible for providing ongoing training to judges and staff regarding the processes, procedures and responsibilities associated with location monitoring.
- Ability to effectively communicate location monitoring program requirements and general supervision requirements to persons under supervision, and to enforce them.
- Serve as the backup to the supervisory probation officer, as needed.
- Other duties as assigned. Some duties may be reassigned to other officers at the discretion of the supervisor, deputy chief, or chief probation officer.

JOB REQUIREMENTS:

- Knowledge of the roles and functions of the federal probation office, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations relating to area of specialization.
- Knowledge of resources, policies, procedures, and protocols in managing cases involving high-risk offenders/defendants. Skill in supervising offenders/defendants in location monitoring, mental health treatment, substance abuse, or other high-risk factors. Ability to provide guidance to other officers, the court, and other agencies, regarding high-risk

offenders/defendants. Knowledge of *U.S. Sentencing Guidelines* and related appellate case law.

- Knowledge of investigative techniques and skill in investigating offenders/defendants' backgrounds, activities, finances and determining legitimacy of their income. Knowledge of negotiation and motivation techniques.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal probation and pretrial services in the area of specialization, and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law. Knowledge of legal terminology. Ability to apply changes in the law as appropriate. Knowledge of techniques in supervising offenders/defendants who are high-risk or have specialized needs. Skill in supervising offenders/defendants with specialized needs, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior.
- Skill in conducting legal research related to varied, complex, and difficult legal issues while supervising offenders/defendants. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance to conditions of their release. Ability to follow safety procedures. Ability to discern deception and act accordingly.
- Ability to compile and summarize information (such as background checks and criminal histories) within established time frames.
- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.
- Field work is required in the District of Columbia and surrounding jurisdictions.
- Travel is required.

JOB QUALIFICATION STANDARDS:

Required Education: All probation officer positions require completion of a bachelor's degree from an accredited college or university in a field of academic study, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. Advanced degrees are desirable.

Required Experience: In addition to meeting education requirements, applicants must also possess three years of specialized experience, including at least one year as a probation/pretrial services officer in the United States courts.

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 abuse/addiction treatment, public administration, human relations, social work, psychology, or mental health. Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.

EMPLOYEE BENEFITS: Full-time employees of the United States Probation Office for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$325 per month), Long-Term Care Insurance, and Professional Liability Insurance
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about federal court benefits, please go to:
www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT:

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States Probation Office for the District of Columbia are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Prior to appointment, the selectee 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 a condition of employment, the incumbent will be subject to an OPM background investigation and updated background investigations every five years, ongoing random drug screening, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review (see [Officer and Officer Assistant Medical Requirements](#)).

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS) 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 experience subtracted from their age to determine whether they meet the maximum age requirement.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.