



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/TRANSFER OPPORTUNITY

Announcement Number: 26-DC-03

Position Title: SPECIAL OFFENDER SPECIALIST

Grade/Salary Range: CL-29 (\$97,419 – \$158,334)
(Depending upon qualifications and experience)

Area of Focus: Sex Offenses

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

- **Sex offender team approach**
- **Utilize the containment model**
- **Contracted in-house polygraph examiner**
- **In-house cyber-crime lab for computer monitoring and forensic evaluations**
- **For additional benefits, please see the Employee Benefits section of the vacancy.**

Position Location: Washington, DC

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

Open Date: March 4, 2026

Closing Date: Open Until Filled

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: 26-DC-03

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.
- Develop and oversee the District of Columbia's Sex Offender Treatment Program.
- Act as a resource for other officers with respect to offenders with issues involving sexual conduct, and other individuals considered to pose a unique threat to public safety.
- Provide consultation to judges, attorneys, and other agencies concerning sex offender programs.
- Serve as the in-house authority to staff in such areas as identification of sex offenders and proper techniques and strategies for use in supervising these offenders.
- Responsible for administering the District of Columbia Sex Offender Treatment Program.
- Provides computer monitoring and coordinates searches of internet capable devices for sex offenders.
- Maintain records and coordinates sex offender polygraphs conducted regularly by contract vendors.
- Serve as liaison for coordination and monitoring of Sex Offender Registry with various state and local law enforcement agencies.
- Provide consultation to judges concerning sex offender issues.
- Conduct research and training for staff in area of expertise and makes formal presentations to other interested groups as requested.
- Identify and evaluate district's need for sex offender programs and develops proposals for the chief probation officer's approval. Participates in administrative level planning and provides advice and program direction related to sex offender issues.
- Under the direction of the district's Treatment Services Contracting procedures, the incumbent will assist in securing contracts for sex offender treatment services. 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 fiscal year. Identify actions to be taken if shortfalls occur. Certify invoices for payment.
- Assist in monitoring and evaluating effectiveness of supervision activities provided to sex offenders.
- Prepare written supervision procedures to ensure overall understanding and consistency in the supervision of sex offenders within the district.
- Represent the probation office, the Court, and the probation system at meetings, seminars, and conferences relating to sex offender issues.
- Routinely conduct home, employment and other community visits. Nontraditional fieldwork hours are required.
- Serve as the backup to the supervising 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 and/or pretrial services offices, 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.

- 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 pretrial services, probation and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of investigative techniques and skill in investigating the background of persons under supervision, activities, finances and determining legitimacy of their income. Knowledge of negotiation and motivation techniques.
- Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law. Knowledge of changes in the law. Knowledge of techniques in supervising persons under supervision. Skill in supervising persons under supervision, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Knowledge of legal terminology.
- Skill in conducting legal research related to varied complex and difficult legal issues, related to sentencing and supervision. 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 persons under supervision to maintain compliance with conditions to their release. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established timeframes. Ability to discern deception and act accordingly.
- 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.
- Knowledge of area of specialty. Ability to provide guidance to other officers, the court, and other agencies regarding area of expertise.
- 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 \$340 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.