



UNITED STATES PROBATION AND PRETRIAL SERVICES  
WESTERN DISTRICT OF WASHINGTON

## LOCATION MONITORING SPECIALIST

*(Open to current or former U.S. Probation and/or Pretrial Services officers only)*

**ANNOUNCEMENT NUMBER** 16-WAW-13

**ANNOUNCEMENT DATE** June 10, 2016

**CLOSING DATE** July 1, 2016

The U.S. Probation and Pretrial Services Office for the Western District of Washington is currently accepting applications for a Location Monitoring 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.

**REPRESENTATIVE DUTIES**

- Works on a collaborative team of Location Monitoring Specialists with the goal of superior service to the court.
- Identifies, implements, and evaluates the district's needs for the location monitoring program, to include global positioning satellite monitoring. Develops guidelines and procedures for the district location monitoring program. Assists in evaluating the effectiveness of this program and researching new monitoring technologies.
- Determines and evaluates available resources to assist or complement program. Maintains and updates program policies to ensure overall understanding and consistency within the district.
- Assists officers in understanding and utilization of location monitoring program and conducts training for agency and court family.
- Serves as mentor to new and existing personnel. Manifests leadership skills through mentoring and involvement in various assigned projects and training programs. Participates in administrative level planning, provides consultation, and offers ideas on program direction.
- Required to be available 24 hours, seven days per week to respond immediately to location monitoring needs.
- Maintains oversight of program inventory and supplies.
- Responsible for performing administrative tasks associated with the position. Skill in the use of automated equipment including word processing, spreadsheet, and database applications required.

	<ul style="list-style-type: none"> <li>• Works to develop best practices in tracking defendant co-payments for services. Verifies participant co-payments on a monthly basis. Certifies all billing associated with program expenditures.</li> <li>• Perform additional duties as required by management.</li> <li>• Knowledge of, and compliance with, the <i>Code of Conduct for Judicial Employees</i> and court confidentiality requirements. Ability to demonstrate sound ethics and mature, professional judgment as an objective, neutral officer of the court.</li> </ul>
<b>QUALIFICATIONS</b>	<p>To qualify for this position, candidates must have at least three years experience as a U.S. Probation and Pretrial Services officer including at least one year as a CL-28 probation officer in the U.S. Courts.</p>
<b>ADDITIONAL QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Ability to work collaboratively on a team by demonstrating strong communication skills and the ability to compromise in order to provide coverage for team members and to consistently carry out district policies.</li> <li>• 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.</li> <li>• Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district’s vision, mission and goals.</li> <li>• Ability to exercise impartiality and discretion with the defendant or offender population and their family/support system.</li> <li>• Ability to routinely work non-traditional hours.</li> <li>• Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes defendants, offenders, law enforcement and collateral agency personnel at different government levels, and community service providers.</li> <li>• Excellent written and oral communication skills.</li> <li>• Knowledge of automated / internet resources and systems available for conducting background checks, criminal histories and other similar information.</li> <li>• Knowledge of and proficiency with current technology, computer databases, and computer applications in a Windows based environment.</li> </ul>
<b>PREFERRED QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Knowledge and/or experience with Location Monitoring including but not limited to GPS, radio frequency and remote alcohol testing devices.</li> <li>• 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.</li> <li>• Ability to communicate fluently in a second language.</li> <li>• An advanced degree in a related field of study.</li> </ul>
<b>SALARY RANGE</b>	<p>Court Personnel System Classification Level:  CL29, Step 1 – 61, \$72,209 - \$117,396 (Requires one year as a CL28)</p>

**INFORMATION FOR  
APPLICANTS**

To be considered, qualified applicants will submit a cover letter, resume, and supplementary statement in 500 words or less answering the following question:

***The Location Monitoring specialists work collaboratively to provide coverage for their team and to further the vision of the program. Please describe the characteristics that you believe make a successful team member. Provide an example of when you have worked collaboratively as part of a team.***

Applications will not be considered complete until all the items listed above have been received; incomplete application packets will not be considered.

Submit application materials to:

Human Resources (#16-WAW-13)  
U. S. District Court  
700 Stewart Street, Suite 2218  
Seattle, WA 98101

or via e-mail (Word or Acrobat .pdf format) to:

[seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

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 will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to 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 position. More than one position may be filled from this announcement.

***The United States District Court is an equal opportunity employer and values diversity in the work place.***