

UNITED STATES DISTRICT COURT
Eastern District of Wisconsin
U. S. Probation / Pretrial Services
"Together Making a Difference"

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VACANCY ANNOUNCEMENT No. 2016-04

Position Title: **COMMUNITY RESOURCE LIAISON**

Salary: Court Personnel System (CPS)
Classification Level (CL) 24 – 25 : \$36,723 - \$65,914. Starting salary commensurate with experience and education. Promotion Potential for a CL 24 to a CL 25 at the discretion of the Chief U.S. Probation Officer without further competition. (To be eligible for a CL 25, 1 year specialized experience equivalent to work at a CL 24.)

Area of Consideration: Open to All Qualified Individuals

Position Location: UNITED STATES PROBATION OFFICE
517 East Wisconsin Avenue
Milwaukee, WI 53202

E-mail Applications to: jobs_wiep@wiep.uscourts.gov Attention: 16-04

Term of Employment: Full Time Position, subject to need and available funding.

Closing Date: Position open until filled. Applications received by Friday, May 27, 2016, will be given priority consideration.

POSITION OVERVIEW

This position is located in the U.S. Probation and Pretrial Services Office, Eastern District of Wisconsin. The incumbent will assist the district in assessing employment readiness and retention, identify and develop training opportunities, provide career placement services and similar services for defendants/offenders who are supervised in the district. The incumbent serves as an in-house authority regarding all aspects of employment assistance, educational opportunities, and vocational training which will assist the individuals who we work with in making long term positive changes in their lives.

REPRESENTATIVE DUTIES

Assists officers by implementing evidence based practices by identifying needs of defendants/offenders relative to employment, GED, and vocational training. Determines, evaluates, and utilizes available resources.

Assists officers by identifying interests, aptitudes, and abilities of defendants/offenders through interviewing and gathering appropriate information. Assists in developing recommendations for the educational, vocational, training, and employment needs of defendants/offenders. Recommendations should be formed by: 1) a formal assessment of a defendant's/offender's strengths, weakness and barriers (i.e., risk, needs, and responsivity factors); 2) knowledge of local labor market demand; and, (3) knowledge of Second Chance Act/Judicial Administration and Technical Amendments Act of 2008 (JATAA) resources and programs under BOC 2580 – Defendant/Offender Support Services.

Assists with contracting services related to this position.

Develops and maintains a professional relationship with defendants/offenders, employers, government agencies, faith-based community organizations, human service organizations and others providing assistance to persons with criminal backgrounds.

Provides resource and guidance recommendations to officers and defendants/offenders.

Drafts resource materials regarding employment and vocational services which can be used as reference materials/handouts for defendants/offenders and employers, to include bonding, tax credits, and other benefits to hiring defendants/offenders.

Conducts, participates, or refers defendants/offenders to career fairs and re-entry events that facilitate contact with potential employers.

Makes on-site company visits, identifies personnel needs, and delivers presentations to business and industry organizations to educate them on the benefits of hiring defendants/offenders.

Creates and maintains business/community resource contacts. Establishes employer/human service profiles. Establishes and ensures placement and service assistance goals. Documents business/service relationships and follow-up.

Updates and maintains accurate data in the Probation Automated Case Tracking System (PACTS).

Collects data and compiles statistics and relevant information to track the program's progress towards goals. Includes information in the Annual Report.

Travel will be required throughout the district on a regular basis and outside of the district on occasion.

Other duties as assigned.

For additional information visit <http://www.wiep.uscourts.gov/about/job.html>

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Probation and Law Enforcement

Knowledge of the roles, functions, practices and procedures of the federal probation and/or pretrial services offices including the administration requirements to support these services. Knowledge of the criminal justice system, particularly as it relates to federal probation and pretrial services.

Career/Job Placement Counseling

Knowledge of workplace assessment instruments and their application. Knowledge of the job placement field, local employment market/data, and available employment services. Skill in conducting job placement counseling. Skill in using various methods to research applicable resources. Skill in planning and prioritizing work activities. Skill in creating and maintaining files. Ability to identify resources for improving offenders'/defendant s' workplace skills.

Ability to assess interests, aptitudes, and abilities, and to identify service resources in the community to address the needs of the individual they are working with. Ability to interview and gather needed information.

Judgment and Ethics

Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

Ability to communicate effectively (orally and in writing) with individuals and groups to provide information. Ability to interact effectively and appropriately with offenders/defendants and with the public, providing appropriate service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.

Information Technology

Skill in the use of automated equipment including word processing, spreadsheet, and database applications; as well as, automated probation/pretrial services systems, websites, and other computer-based systems. Skill in using external online websites for research and resource development.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to assist probation officers and the court by researching and identifying developmental opportunities, skill enhancement programs, and employment resources for defendants/offenders and their families. Incumbents ensure accuracy and completeness of resource development and evaluate whether sources are meeting the identified needs. The Community Resource Liaison's work assists officers in the eventual rehabilitation of the defendant/offender. Conducting skills assessment and identifying resources and job opportunities helps defendants/offenders become self-sufficient and productive members of society. Cultivating collaborative relationships with local employers willing to hire defendants/offenders on supervision helps to ensure that defendants/offenders are placed in jobs that best fit their abilities, thus enabling them to live as productive members of the community.

Factor 3 – Complexity and Decision Making

The tasks performed take some time to learn and may vary daily. Aspects of the job involve making independent decisions within the context of professional standards, broad policies, and general goals. The incumbent will gather and analyze information to determine or recommend the best course of action, with more complicated matters or problems reviewed by the supervisor.

Staying up to date on developments in specialized areas of education and employment adds to the complexity of the position.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are other probation/pretrial services staff, staff of other court units, and Administrative Office staff for the purpose of conducting research, identifying resources and maintaining accurate and up-to-date documents, materials and files.

Factor 4B – Interactions with External Contacts

The primary external contacts include defendants/offenders in a controlled office setting, to provide assistance with employment and educational resources, and provide information regarding potential employers in the community. Additional external contacts are with social service organizations, and employment and community service agencies to determine resources which will assist in matching defendants/offenders with training, educational and employment opportunities.

Factor 5 – Work Environment and Physical Demands

Work with defendants/offenders is generally performed in an office setting. Work outside the office is with prospective employers, service agencies, and resource providers. Work requires in-office contact with persons

who may have violent backgrounds for the purpose of providing services. These contacts occur in a generally controlled office setting. During direct contact, a probation/pretrial services officer is present or in close proximity, and contact occurs in an office/area with an accessible duress alarm. Incumbents do not make home visits or attend meetings with defendants/offenders outside of the office.

Required Education and Experience:

Education: For a Classification Level 24 and 25, completion of a high school diploma or equivalent.

Specialized Experience: At a CL 24, applicants must have one year of specialized experience, including at least one year equivalent to work at the CL-23. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. *Evidence of specialized experience must be supported by detailed documentation of duties performed in positions held. Please provide such documentation on your AO78.*

Court Preferred Qualifications and Skills: Completion of a bachelor's degree from an accredited four-year college or university and at least one year of specialized experience. Experience providing job placement services, career counseling or referral services is preferred.

Desirable Characteristics: The Eastern District of Wisconsin strives to maintain and grow a productive and positive culture. Successful candidates must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. A successful candidate will possess the following qualities: optimistic, introspective, honest, curious, adaptable, committed and accountable.

Conditions of Employment: The U. S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Applicants must be citizens of the United States of America or a permanent resident seeking U.S. citizenship. This office will call references of the final group of candidates and may call former employers [whether listed as references or not] to seek information on past performance history. Finalists will also be required to submit to a background investigation (including criminal history and credit history) after an offer of employment being made. Employees must adhere to the Code of Conduct for Judicial Employees.

<http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

Benefits: Benefits include participation in the Federal Employees' Retirement System, Health Benefits, Group Life Insurance, Thrift Savings Plan, paid holidays, paid annual and sick leave, optional participation in flexible benefits programs, long term care insurance, dental and vision programs and mandatory electronic funds transfer for payment of net pay. For more information visit

<http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

Application Procedure:

Submit ALL required materials in **one pdf format document** to [jobs_wiep@wiep.uscourts.gov/](mailto:jobs_wiep@wiep.uscourts.gov) Reference Community Resource Liaison - 16-04.

- A cover letter which addresses qualifications, skills, and relevant experience for the position;
- AO 78, Application for Judicial Branch Federal Employment
http://www.wiep.uscourts.gov/about/Job_AO_078.pdf
- "Unofficial" transcripts; transcript(s) submitted must indicate date(s) of graduation, degree(s) awarded, and grade point average(s). Final candidate -"Official" transcripts will be required.

- Your most recent performance evaluation. If you do not have one, please address in your cover letter.

Submission of false or fraudulent information may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Only qualified applicants will be considered for this position. Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for a personal interview. The U.S. Probation Office will not reimburse candidates for interview or relocation expenses.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

An Equal Opportunity Employer