



UNITED STATES PROBATION AND PRETRIAL SERVICES

District of Minnesota

CAREER OPPORTUNITY

Posting Date: February 4, 2021
Closing Date: Open until filled.
Preference given to applications received by February 26, 2021 at 5:00 p.m. Central Standard Time
Area of Consideration: Open to all applicants

Position Title: Community Resource Specialist
Vacancy Announcement Number: 2021-05
Vacancies: Full-Time (One)
Location: St. Paul, Minneapolis, Duluth, Fergus Falls or Bemidji, MN
Classification and Salary Range: CL-25 \$42,747 to \$74,680 (Commensurate with experience and location)

THE DISTRICT

U.S. Probation and Pretrial Services in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis, Minnesota. There are four field offices located in Bemidji, Duluth, Fergus Falls, and Saint Paul. The Probation and Pretrial Services Office serves the Judicial District of Minnesota, which includes 87 counties.

INTRODUCTION

This position will be located in one of the District of Minnesota U.S. Probation and Pretrial Services Offices. The Community Resource Specialist assists the Community Intervention Administrator and officers in identifying resources for offenders/defendants in the areas of employment, General Educational Development (GED) certification, vocational training, and similar services.

This position is contingent upon budget availability and anticipated vacancies due to restructuring. Further, this position may require irregular work hours, to include nights, weekends, and holidays.

See the possibilities and inspire change



District of Minnesota

REPRESENTATIVE DUTIES

- Assist the Community Intervention Administrator and officers by identifying available local resources and in-house programs regarding employment, GED certification assistance, ongoing education, and vocational training applicable to offenders/defendants.
- Assist the Community Intervention Administrator and officers by identifying interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Assist in developing recommendations for the educational, vocational, training, and employment needs of offenders/defendants. Recommendations should be formed by: 1) a formal assessment of an 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/JATAA resources and programs under BOC 2580.
- Identify and work with cooperative outreach programs and appropriate community personnel regarding employment and/or counseling services. Develop similar ongoing contact with Residential Reentry Center staff, educational institutions, community resource centers, and with employers to assist officers in providing resources to offenders/defendants who have completed or are participating in vocational rehabilitation programs.
- Recommend employment assistance and/or job seeking strategies consistent with offender/defendant goals and objectives, including suggested actions, activities, and resources that lead to employment and/or increased income.
- Identify resources for instruction in resume writing, job search, interviewing techniques, and workplace integration. Identify assistance available to offenders/defendants interested in attending school.
- Draft resource materials regarding employment and vocational services which can be used as reference materials/handouts for offenders/defendants and employers, to include bonding, tax credits, and other benefits to hiring offenders/defendants.
- Provide resource and guidance recommendations to officers, or to offenders/defendants in the presence of an officer, or in a generally controlled office setting with a duress alarm.
- Assist the Community Intervention Administrator and officers in working with offenders/defendants toward integration into the job market through cross-training, mentoring, and the use of up-to-date technology.
- Assist the Community Intervention Administrator and officers in monitoring and evaluating progress toward implementation of offenders'/defendants' employment goals. Identify strategies which promote the continued development and improvement of offenders'/defendants' skills.
- May perform any or all other duties as assigned.

See the possibilities and inspire change



District of Minnesota

MINIMUM QUALIFICATIONS

To qualify for the position of Community Resource Specialist, applicants must possess a high school diploma or the equivalent.

The selected applicant must have one year of specialized experience equivalent at a CL-24 (see specialized experience section below).

SPECIALIZED EXPERIENCE

Specialized experience is progressively responsible experience, gained after completion of an education, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance and addiction treatment. Advanced education may not be substituted for specialized experience.

Have specialized experience that included progressively responsible administrative, technical, and professional experience that provided an opportunity to gain (a) knowledge of workplace assessment instruments and their application, (b) knowledge of the job placement field, local employment market/data, and available employment services, and (c) skill in conducting job placement counseling.

PREFERRED QUALIFICATIONS (COURT PREFERRED SKILLS)

The successful applicant must have excellent writing skills and above average computer knowledge. The ideal candidate may also possess the following preferred skills:

- A bachelor's degree from an accredited college or university in a related field of study.
- Knowledge of the practices and procedures used in probation and pretrial services, including the administrative requirements to support these activities.
- Knowledge of community-based educational, employment, rehabilitation, financial, housing, and other reentry related programs and services available in counties where northern District of Minnesota divisional offices are located.
- Ability to assess interests, aptitudes, and abilities, and to identify service resources, assessment tools, or other appropriate methods used by the U.S. Probation and Pretrial Services Office.
- Ability to communicate effectively, both orally and in writing, with individuals and groups to provide information, resolve difficulties and deliver appropriate service while complying with regulations, rules, and procedures.

See the possibilities and inspire change



ENVIRONMENTAL DEMANDS

Work with offenders is 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 needs assessment and related information. 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 offenders/defendants outside of the office.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered "at-will" and may be terminated with or without cause or notice by the Court.

The United States District Court requires employees to adhere to a [*Code of Conduct Policy*](#).

This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The individual hired to perform the duties for this position is subject to a background investigation.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.
- Subsidized transit program.
- Ad hoc telework, alternative work schedules, and other workplace flexibilities (depending upon performance).
- Federal Student Loan Forgiveness eligibility.

Employees of the U.S. District Court are not classified under Civil Service.

See the possibilities and inspire change



District of Minnesota

APPLICATION INFORMATION AND PROCESS

Qualified candidates should complete an application of employment and submit the following documents via our electronic applicant tracking system: <https://www.mnp.uscourts.gov/career-opportunities>

- A cover letter (not to exceed two pages), which includes a concise description of how your ongoing education and training, work experience, and projects have prepared you for this role as outlined in this vacancy announcement. Also, include information on how you have used technology to streamline and/or improve a process.
- A resume, which includes dates of employment, duties and responsibilities, and key accomplishments;
- Names and contact information of three professional references. If you are selected for an interview, references may be contacted prior to the interview. The U.S. Probation and Pretrial Services Office reserves the right to contact additional references other than those provided by the applicant.

An application must be completed in its entirety, using our electronic online recruitment system, to be considered for this opportunity.

All application materials received will be reviewed to identify the best qualified candidates. Only the most qualified candidates will be invited for interviews. Due to COVID-19, first interviews will likely be scheduled via Zoom. Candidates selected to interview should ensure they possess the applicable network capability to carry out a virtual interview format. If interviews are held in person, applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER

See the possibilities and inspire change