

**United States District Court  
District of Oregon Probation Office**

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***PLEASE REPLY TO PORTLAND***

**VACANCY ANNOUNCEMENT #16-17**

**Temporary Community Resources Specialist**

(Full time, excepted service position)

Court Personnel System Classification Level: CL 24 – CL 25

Salary Range at \$35,470 - \$63,664 depending on experience, qualifications, and current compensation.

Promotion potential for a CL 24 to CL 25 at the discretion of the Chief U.S. Probation Officer without further competition. Salary matching not guaranteed.

**OPENING DATE:** December 27, 2016

**CLOSING DATE:** January 10, 2017

**THE POSITION**

The United States Probation Office for the District of Oregon is accepting applications for a Community Resources Specialist. This position is located in the Eugene office and will service primarily the southern divisional offices. The incumbent will assist in assessing employment readiness and retention, training opportunities, and facilitates vocational placement for offenders. The specialist serves as an in-house authority regarding all aspects of employment assistance, GED, vocational training, and similar services available throughout the southern division. This is temporary position subject to the availability of funding. This position may be reclassified as a permanent position without the further need to advertise.

**Representative Duties:**

- Identifies needs of offender relative to employment, GED, and vocational training. Determines, evaluates, and utilizes available resources.
- Conducts research and demonstrates in-depth knowledge of local and regional labor market information using sources such as the Department of Labor, the Bureau of Labor Statistics, and local Chamber of Commerce's to target new businesses and employers.
- Identifies business employment and training needs required with changing labor market trends. Responsible for identifying career pathways for offenders as well as identifying businesses that will not exclude persons with criminal records into employment.
- Knowledgeable of human service programs available for persons with criminal backgrounds.
- Conducts job/human service matching activities for offenders and their families.
- Makes on-site company visits, identifies personnel needs, and delivers presentations to business and industry organizations. Develops and maintains contacts with business, industry labor, and government employers, faith-based community organizations, human service organizations, and others providing assistance to persons with criminal backgrounds.

- 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 follows up.
- Assists in development and delivery of specialized sales presentations to employers to educate them on the benefits of hiring ex-offenders.
- Helps plan and organize job fairs and other re-entry events.
- Provides referral to resources, employment, and other activities needed by clients and their families.
- Assists with contracting services related to this position.
- Organizes orientations for offenders' families regarding resources available for assistance.
- Ongoing development of partners in the community.
- May travel to other divisional locations on a monthly basis.
- Other duties as assigned.

## **QUALIFICATIONS**

**Minimum Qualifications:** To be eligible for appointment at a CL-24, the candidate must possess one year of specialized experience equivalent to work at a 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.

**Desired Qualifications:** Completion of a bachelor's degree from an accredited four-year college or university and at least two years of specialized experience. Experience providing job placement service, career counseling or referral services to ex-offenders or at-risk individuals.

### **Candidates must also demonstrate:**

- A consistent past employment record;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Proven ability to work with diverse populations;
- Superior oral and written communication skills;
- Strong interpersonal skills, ability to network and build relationships; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

### **Benefits**

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

### **Additional Information**

Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.

### **Application Process**

To apply, submit a letter of interest and chronological resume together with the U.S. Probation Office – District of Oregon Application for Employment and a list of 3 professional references to the address below or send via email (pdf preferred, but Word will be accepted) to [jobs@ord.uscourts.gov](mailto:jobs@ord.uscourts.gov). These items should arrive at the Probation Office no later than 4:30 p.m. on Friday, January 10, 2017. Application forms are available on the District of Oregon’s website at [ord.uscourts.gov](http://ord.uscourts.gov). Please type or print all information and sign and date forms where indicated. Incomplete packets and those submitted after the deadline date will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

**Community Resources Specialist**  
Human Resources Department  
U.S. Probation Office, United States Courthouse  
1000 S.W. Third Avenue, Suite 340  
Portland, OR 97204-2902

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503/326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

### **CONDITIONS OF EMPLOYMENT**

- Employees of the United States Courts serve under “Excepted Appointments” and are considered “at will” employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Chief Probation Officer.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).

The following conditions apply to candidates for positions with the United States Probation Office:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- Qualified applicants will be subject to preliminary credit, employment, and criminal history background checks.
- An FBI background check is required for all individuals appointed to positions in the Probation Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Chief Probation Officer may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

***The United States Probation Office for the District of Oregon is an Equal Opportunity Employer***