United States District Court
District of South Dakota
Probation and Pretrial Services Office

VACANCY ANNOUNCEMENT 16-23

POSITION TITLE:	**Probation Officer Assistant**
POSITION TYPE:	**Regular, Full-time (40 hours/week)**
NUMBER OF VACANCIES:	**1**
LOCATION:	**Pine Ridge, SD**
SALARY RANGE:	**CL 23/1 – CL 25/61**
STARING SALARY	**$37,357 - $65,296**
CLOSING DATE:	**Open Until Filled**

JOB SUMMARY

Probation Officer Assistants (POA's) serve in a judiciary law enforcement position under the direction and guidance of a supervisor to provide casework services to federal defendants and those under supervision who have been placed on pretrial release supervision, pretrial diversion supervision, probation, parole (including military parole), and supervised release. The POA primarily assists with supervising low risk cases, compiling information for investigations, coordinating with collateral agencies, writing reports and correspondence, attending court hearings, and maintaining files and case records.

DUTIES AND RESPONSIBILITIES

- Under the guidance of a supervisor, supervises a caseload of low-risk people under supervision requiring contact by telephone, in the office, and in the field. Investigate new arrests, employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Supports and delivers evidenced based correctional inventions to foster the person under supervision toward lawful self-management.
- Facilitates, monitors, and enforces court orders.
- Assists officers in the performance of all investigations (i.e., collaterals, pretrial, presentence, prerelease, and supervision).
- Under the guidance of a supervisor, responds to judicial officers' requests for information and testify in court, as needed.
- Collects and conducts urine tests on the person under supervision and maintain appropriate records.
- Other duties as assigned by the Chief, Deputy Chief, and/or the Assistant Deputy Chief.

Depending upon assignment of duties, the selected candidate may travel extensively within a geographic area in the District of South Dakota. Overnight travel may be required several nights per month. Regardless of length of service in the office, at the direction of the Chief Probation/Pretrial Services Officer, any officer may be required to work temporarily in another area of the state of South Dakota and/or be required to change regular duty stations within the state. Given the professional nature of the position, the selected candidate may be

required to work, at times, in excess of 40 hours per week including nights and weekends without additional compensation.

-**MINIMUM QUALIFICATIONS**

Candidates are required to be high school graduates or equivalent and possess a minimum of one year of specialized experience. Specialized experience is described as progressively responsible experience which provides evidence of the capacity to understand and apply the human behavior management skills involved in the position. Experience as a police, custodial, or security officer, does not qualify as specialized experience.

Candidate must have a driver's license and access to a vehicle for use when a government-issued vehicle is unavailable. Candidate must have sufficient keyboarding skills (or alternative skills) to be able to demonstrate proficiency in producing reports/documents/correspondence using electronic word processing and other office system technology.

MEDICAL REQUIREMENTS

Prior to appointment, the applicant considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the applicant may be appointed provisionally, pending the completion of a favorable background investigation. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years 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 at http://www.uscourts.gov/.

PHYSICAL REQUIREMENTS

Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify the applicant.

MAXIMUM ENTRY AGE

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 years old and older who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees' Retirement System 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

ADDITIONAL INFORMATION

• Employees are required to adhere to a Code of Conduct for Judicial Employees
• This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
• Applicant must be a U. S. Citizen or be eligible to work in the United States.

APPLICATION PROCEDURES

Persons interested must submit:

1) The Application for Judicial Branch Federal Employment (AO-78), available at http://www.uscourts.gov/ **Click on Library>Forms.**

2) Unofficial copy of college transcript

-3) a one page statement explaining how you acquired the "Court Preferred Skills" stated below.

COURT PREFERRED SKILLS

1. Can demonstrate the values and skills to facilitate and enhance the people under supervisions' abilities to sustain lawful self-management.
2. Can demonstrate advanced writing and oral communication skills as well as the ability to work independently and professionally without daily supervision.
3. Can demonstrate the ability to respond to the unique needs of each defendant/person under supervision with sensitivity to their culture, cognition, health, ecology and personhood.
4. Can demonstrate an interest and ability to work effectively with Native Americans and with those living on tribal lands.

Please send completed application and requested materials to:

Human Resources – Vacancy 16-23
U.S. Probation/Pretrial Services Office
314 S. Main Ave., Suite 100
Sioux Falls, South Dakota 57104
or email: becky_orth@sdd.uscourts.gov

NOTE: Although personal résumés may be submitted with an application, the three (3) items listed above are required before candidates will be considered.
Each applicant will be required to fund their own travel expenses to and from the interview site.
The Probation & Pretrial Services 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/Pretrial Services Officer may elect to select a candidate from the original qualified applicant pool.
U. S. PROBATION AND PRETRIAL SERVICES, DISTRICT COURT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER

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