



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

VACANCY ANNOUNCEMENT 16-03

POSITION TITLE:	Assistant Deputy Chief U.S. Probation Officer
POSITION TYPE:	Regular, Full-time (40 hours per week)
NUMBER OF VACANCIES:	1
LOCATION:	South Dakota
SALARY RANGE:	CL 31/1 – CL 31/61 (\$93,884 - \$152,614)
STARTING SALARY	Dependent Upon Qualifications
OPENING DATE:	February 12, 2016
CLOSING DATE:	Close of Business March 11, 2016

DESCRIPTION OF VACANCY

The U.S. Probation and Pretrial Services Office is seeking a qualified applicant for Assistant Deputy Chief U.S. Probation Officer. The selected incumbent will be responsible for leading, motivating, directing staff and assisting the Chief Probation Officer and the Deputy Chief Probation Officer in the operations of the office.

DUTIES AND RESPONSIBILITIES

The Assistant Deputy Chief manages supervisors and is responsible for regional operations as assigned by the Chief and Deputy Chief. The scope of responsibility includes policy development, implementation and revisions; personnel management functions; quality control by evaluating the district's work, conducting effective performance reviews of staff; and monitoring effective communication with subordinates, judicial officers, court unit executives, court agencies, and the public. Incumbent will participate in district-wide planning by conducting accurate studies and identifying the needs and impact of proposed plans in the area managed. Other duties, to include administrative and operational duties as requested by the Chief Probation Officer and the Deputy Chief Probation Officer, will be required.

QUALIFICATIONS

Required Education: An individual must have a bachelor's degree from an accredited college or university. An advanced degree in behavioral science from an accredited university is preferred.

Required Experience: Applicants must have a minimum of three years of progressively responsible professional, supervisory, or managerial experience in post-conviction supervision. Qualified experience must include at least one year of experience at or equivalent to a CL 30.

This progressively responsible experience must include demonstrated skill in the following:

- Evidence-based decision making
- Strategic planning
- Implementing evidence-based practices
- Establishing a framework for effective supervision
- Employee development
- Organizational development
- Problem solving and conflict resolution

The candidate will demonstrate leadership qualities, including strategic thinking, creativity, flexibility, vision, and integrity. The incumbent will have a proven track record of helping

employees maximize their potential and fostering high ethical standards in meeting the organization's vision, mission, and goals. Excellent communication skills are essential.

Our ideal candidate should be highly organized, a proven leader and motivator. Strong interpersonal and communication skills are required. Candidate must have a driver's license and access to a vehicle for use when government-issued vehicles are 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.

PHYSICAL REQUIREMENTS

If not already employed within the Federal Probation and Pretrial system, the selectee will be required to undergo a medical exam and be deemed as "medically qualified;" as well as complete a full background investigation by the Office of Personnel Management. 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 PROCEDURE

Qualified applicants should submit prior to close of business on **March 11, 2016:**

1. A cover letter highlighting specific skills they would bring to the position
2. A detailed resume
3. A completed Federal Judicial Branch Employment Application Form AO 78 (available at <http://www.uscourts.gov> under Library>Forms)
4. Written discussion as outlined below.

Documents should be mailed to:

Human Resources – Vacancy 16-03
U.S. Probation/Pretrial Services Office
314 S. Main Ave., Suite 100
Sioux Falls, South Dakota 57104

or emailed to human_resources@sdd.uscourts.gov

Written Discussion: Qualified applicants must write a paper, no more than four pages in length, addressing the two items listed below.

- 1) Describe the contributions you have made in advancing evidence-based practices in post-conviction supervision.
- 2) Describe the contributions you will make as an assistant deputy chief to advance evidence-based practices in post-conviction supervision.

The interview and selection process will place an emphasis on performance, professional accomplishments, interpersonal skills and commitment to organization goals that emphasize high personal standards, proficiency and ethical behavior.

Each applicant will be required to underwrite his or her 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**
<http://www.sdp.uscourts.gov/>