



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

**VACANCY ANNOUNCEMENT 16-06**

**POSITION TITLE:** Supervisory Probation Officer  
**POSITION TYPE:** Regular, Full-time (40 hours per week)  
**LOCATION:** Sioux Falls, South Dakota  
**SALARY RANGE:** CL 29/1 – 30/61 (\$67,537 - \$129,754)  
**OPENING DATE:** Friday, April 15, 2016  
**CLOSING DATE:** Friday, May 6, 2016

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**DUTIES AND RESPONSIBILITIES**

Facilitate supervision officers' development of competencies and skills to form effective working alliances with those under supervision and to effectuate sustainable lawful behavior through evidence-based interventions. Guide officers in effective risk reduction strategies/interventions including the recommendation and administration of court-ordered restrictions of liberty within a community-based setting for those under supervision.

Function as a leader and advisor in the application of the principles of effective case management in fulfillment of the Office's vision and mission and consistent with local policies and with the *Guide to Judiciary Policy*, Volume 8, Part E.

Conduct formal case planning sessions to ensure compliance with the Framework for Effective Supervision. Provide guidance on risk-based management and behavioral change strategies/interventions for officers during the planning sessions and while coaching officers' direct work with those under supervision. Conduct ongoing formal case planning with officers after rearrests and/or non-compliant behaviors.

Monitor supervision activity and conduct ongoing case management quality control using PACTS reports and other data collection tools to ensure service delivery and adherence to existing policies, procedures, and guidelines.

Provide supervisory oversight in officers' communication with the court, e.g., violation behavior, petitions, requests for summons/warrants, supplemental presentence reports and recommendations, and any other correspondence with the courts to ensure proper supervision interventions are utilized. Review above listed documents when necessary for accuracy and timeliness to the courts.

Assign case supervision work to officers in the unit, being mindful of the level of supervision required in each case, the officer's skill set with the Framework for Effective Supervision, and the weighted workload of the officer.

Develop professional collaboration with staff, the judiciary, criminal justice partners, law enforcement, and other community service agency staff.

Review risk assessments and case plans with officers prior to finalizing the instruments.

Assist the managers with coordinating and training staff. Conduct unit meetings and assist with office meetings to disseminate information on changes and/or improvements in service delivery, and to engage in on-going educational activities.

Provide leadership in the utilization of community resources and the application of evidence-based work and decision making.

Primary contact for supervision issues in the division.

Assist in developing and implementing policies and procedure to operationalize national/local policies and respond to changes in research and best practices.

Collaborate closely with managers in other division to identify and implement cost-effective work flow design.

Provide on-going feedback to staff and administer the performance appraisal system. Investigate employee performance and conduct issues and take appropriate corrective action as necessary.

Other related duties as assigned by the Chief, Deputy Chief, and/or ADCUSPO.

### **MINIMUM QUALIFICATIONS**

To qualify for placement at CL-29, three years of specialized experience are required, including at least one year as a CL-28 probation/pretrial services officer in the U.S. Courts.

To qualify for placement at CL-30, three years of specialized experience are required, including at least one year as a CL-29 probation/pretrial services officer in the U.S. Courts.

Bachelor's degree is required, preferably in a behavioral science.

Specialized experience includes progressively responsible experience in such fields as probation/pretrial services, psychology, sociology, or work in behavioral treatment/training. This experience must include progressively responsible administrative, technical, professional, supervisory or managerial experience, with demonstrated: a) skill in motivational enhancement, b) ability to exercise sound judgement, c) knowledge of the psychology of criminal conduct and evidence-based practices particular to community-based supervision, and d) knowledge of the basic concepts, principles, and theories of management.

If the selected candidate starts this position at a classification of CL-29, they may later be promoted to a CL-30 without further competition.

**SELECTIVE FACTORS:** A master's degree in behavioral science and/or management is preferred. Knowledge, experience, and skill in Evidence Based Practices. Ability to communicate effectively both orally and in writing. Ability to organize, oversee and complete multiple projects simultaneously and with limited supervision. Ability to assume and delegate responsibility, inspire confidence, secure cooperation, serve as a member of a team, and treat all persons with dignity, respect, and without bias. The incumbent must maintain confidences, foster high ethical standards, and demonstrate leadership qualities, flexibility, and integrity in meeting the office's vision and mission. Travel within the district will be required.

## **BACKGROUND INVESTIGATIONS, DRUG SCREENING, AND MEDICAL REQUIREMENTS**

As conditions of employment, the 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 fitness-for-duty evaluations. At the Chief Probation Officer's discretion, drug and/or medical testing will be conducted if, through direct observation or objective evidence, the selectee is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent re-investigation report completed on behalf of the officer may be examined.

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 review at <http://www.uscourts.gov/>.

## **ADDITIONAL INFORMATION**

Applicants must be United States citizens or eligible to work in the United States. Submission of false or fraudulent information on or attached to an application may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification. Applications and enclosures will not be returned. The most suitable applicants will be invited to participate in an interview and testing at their own expense. Travel and relocation expenses will not be paid. The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis. Employees of the U.S. Probation Office are Excepted Service and are required to adhere to a Code of Conduct which will be made available for review by applicants upon request. Employment with the U.S. Probation Office is "at will" and is subject to termination by the Court. This position is subject to mandatory electronic deposit of salary payment.

## **APPLICATION PROCEDURES**

**Persons interested in this position should submit:**

- 1) The Application for Judicial Branch Federal Employment (AO-78), available at <http://www.uscourts.gov/>
- 2) **Submit written responses to the following questions:**  
For this position, please describe
  1. What success looks like
  2. What contributions you will make
  3. How your skills and interests align

Please send completed application written response to:

**Human Resources – Vacancy 16-06  
U.S. Probation/Pretrial Services Office  
314 S. Main Ave., Suite 100  
Sioux Falls, South Dakota 57104**

**or fax to 605-977-8902 or email: [human\\_resources@sdd.uscourts.gov](mailto:human_resources@sdd.uscourts.gov)**

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**