

Career Opportunity

UNITED STATES PROBATION/PRETRIAL OFFICER



U.S. District Court

District of South Dakota

www.sdp.uscourts.gov

Announcement #: 05-21

Number of Vacancies: 3

Location: Central Division and Western Division

Salary: CL 25 – CL 27 (\$44,528 - \$84,059) commensurate with experience

Employment: Regular, full-time

Closing Date: Open until filled; priority given to applications received by 8/9/2021

About the District of South Dakota

The U.S. District Court, District of South Dakota consists of federal court chambers, clerk's office, and probation and pretrial services office. We serve three active district judges, three senior district judges, and three full-time magistrate judges.

U.S. Probation and Pretrial Services headquarters are in Sioux Falls, with divisional offices in Aberdeen, Pierre, and Rapid City. Additional satellite offices are in Mission, Winner, Kyle, Eagle Butte, Timber Lake, and McLaughlin.

ABOUT THE POSITION

The U.S. District Court for the District of South Dakota is seeking full-time probation/pretrial officers in the Central and Western Divisions of South Dakota.

U.S. Probation and Pretrial Officers play an integral role in the administration of justice, community safety, conduct objective investigations, supervise defendants and persons under supervision, interact with collateral agencies, prepare reports, maintain a detailed written record of case activity, and present recommendations to the Court. The incumbent will investigate and prepare bail and presentence reports for the Court and/or supervise defendants and persons under supervision to reduce risk to the community and foster lawful self-management.

BENEFITS

The U.S. District Court offers a competitive benefits package which includes:

- Vacation accrual up to 104 hours per year; accrual increases with tenure
- Sick time accrual up to 104 hours per year with no limit cap
- Eleven paid federal holidays per year
- Agency-subsidized federal employee health insurance plans
- Federal dental and vision plans
- Group life insurance plans
- Flexible spending account options
- Federal Employee Retirement System (FERS) participation
- Optional Thrift Savings Plan (TSP) participation with agency match

POSITION DUTIES AND RESPONSIBILITIES

- Establishes a working alliance through a genuine helping relationship, unconditional positive regard, empathy, and shared agreement on goals.
- Conducts investigations and prepares reports for the Court to assist with detention and sentencing decisions.
- Provides accurate, thorough, and objective information along with best judgment to the Court for the issuance of individualized, fair, and equitable court orders.
- Uses behavioral-based change work to reach the goals of the case plan.
- Interacts with defendants and people under supervision with the values of affirmation, non-judgment, openness, caring, and respect.
- Assesses and identifies general risk, risk to do harm, needs, strengths, level of motivation, and imminence for defendants and people under supervision.
- Collaborates with community resources and makes referrals as necessary.
- Monitors a person's compliance with the conditions of release and/or supervision and reports to the Court any allegations of non-compliance.
- Develops collaborative strategies/interventions to promote lawful self-management.
- Communicates clearly and effectively, both orally and in writing.
- Documents and maintains a detailed written record of case activity.
- Participates in annual safety training and adheres to the district's safety policy.
- Embraces diversity among colleagues and communities served.
- May be asked to perform additional duties and/or projects as assigned.
- Extensive travel to other locations within the district may be required.

PERSONAL CHARACTERISTIC REQUIREMENTS

- Ability to exercise sound judgment, maintain confidentiality, adhere to high ethical standards, and demonstrate integrity in fulfilling the district's vision, mission, values, and strategic plan.
- Ability to prioritize competing demands while maintaining a positive and professional demeanor.
- Ability to exercise impartiality and discretion with defendants, persons under supervision, courts, justice partners, and communities.
- Ability to work a flexible schedule if needed, including nights, weekends, or holidays.
- Ability to promote and maintain a positive work culture which encourages integrity, respect, individual and organizational growth, and a fulfilling work life.

CONDITIONS OF EMPLOYMENT

- Judiciary employees must adhere to the *Code of Conduct for Judicial Employees* at all times.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- Applicants must be a U.S. citizen or eligible to work in the United States.

KNOWLEDGE, SKILL, AND EDUCATION REQUIREMENTS

Required Education: Completion of a bachelor's degree from an accredited college or university in a field of academic study such as psychology, sociology, or human relations which has provided a thorough understanding and application of the legal requirements and human relation skills necessary for the position.

Required Experience: In addition to the required education, United States Probation/Pretrial Officers must also possess the following:

- To qualify at a CL 25, candidates must possess one year of specialized experience* equivalent to a CL 23.
- To qualify at a CL 27, candidates must possess two years of specialized experience* including at least one year equivalent to a CL 25, or hold a master's degree closely related to the position, or the completion of a Juris Doctorate (JD) degree.

*Specialized experience is defined as progressively responsible experience, gained after the completion of a bachelor's degree, in fields such as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment services. Experience as a security, custodial, or police officer, other than criminal investigative experience, is not creditable.

Applicants must have a valid driver's license and access to a personal vehicle for use when a government-issued vehicle is unavailable. Sufficient keyboarding skills (or alternative skills) to produce reports, documents, and other correspondence is necessary as well as the ability to use computers and local computer programs.

Maximum Age Limit: First time appointees to positions covered under federal 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 covered under the Federal Employees' Retirement System (FERS) 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 deducted from their age to determine whether or not they meet the maximum age requirement.

Medical Requirements and Background Checks: Prior to appointment and after an accepted offer, candidates must undergo a medical examination and drug screen. Upon successful completion of both, the candidate will be appointed under a provisional status, pending the completion of a favorable background investigation. As a condition of employment, officers will be subject to ongoing random drug screens, updated background investigations every five years or as deemed necessary, and 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 and probation officer assistants may be viewed at <http://www.uscourts.gov/>.

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

APPLICATION INSTRUCTIONS

To receive priority consideration, applicants must submit the following by 5:00 pm CST on Monday, August 9, 2021:

- 1) A completed AO 78 Judicial Branch for Federal Employment application, found on <http://www.uscourts.gov/> under Court Forms;
- 2) An unofficial copy of college transcript(s);
- 3) A current resume to include at least three (3) professional references;
- 4) A written statement, not to exceed four pages, explaining how you acquired and meet the below court preferred skills:
 - a. Knowledge, skill, and ability to facilitate behavior change;
 - b. Ability to work in a professional environment with a variety of individuals (i.e., defendants, persons under supervision, judges, attorneys, service providers, law enforcement, victims, and families); and
 - c. Ability to promote and maintain a positive work culture which encourages integrity, respect, individual and organizational growth, and a fulfilling work life.

All documents should be emailed in PDF format with "Vacancy 05-21" in the subject line to Brooke Richards at: brooke_richards@sdd.uscourts.gov.

Incomplete application packages will not be considered.

THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER

The U.S. District Court, District of South Dakota reserves the right to amend or withdraw any vacancy announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time after the original announcement has closed, the Court Unit Executive has the right to select a candidate from the applicant pool of the original vacancy announcement.