

Career Opportunity

SUPERVISORY U.S. PROBATION/PRETRIAL SERVICES OFFICER (SUSPO)



U.S. District Court

District of South Dakota

www.sdp.uscourts.gov

Announcement #: 05-22

Number of Vacancies: 1

Location: Rapid City, South Dakota

Salary: CL 29 – CL 30 (\$75,493 - \$144,986) commensurate with experience; promotion potential without further competition

Employment: Regular, full time

Closing Date: August 17, 2022

ABOUT THE POSITION

The U.S. District Court for the District of South Dakota is seeking a full-time supervisory U.S. probation/pretrial services officer (SUSPO) in Rapid City, South Dakota.

The SUSPO holds an essential position within the leadership and management team by mentoring and leading line officers, managing officer workload, organizing and carrying out large-scale district initiatives, and consistently supporting a collaborative work environment to successfully fulfill the mission of the district. A SUSPO must be open-minded and supportive of new processes adopted by the district in order to enhance their professional growth and success. As a supervisor, they are expected to consistently lead by example, demonstrate mature judgment, and provide technical expertise on national and local policies and procedures.

This position requires comprehensive knowledge of all services available to the Court as well as the community while continuously demonstrating integrity, initiative, teamwork, creativity, and flexibility.

About the District of South Dakota

The District of South Dakota consists of probation and pretrial services, federal court chambers, and clerk's office employees. The district provides services for two active district judges, three senior district judges, and three magistrate judges.

Sioux Falls is the corporate divisional office for the district and consists of three other divisional offices in Aberdeen, Pierre, and Rapid City. In addition, probation and pretrial services manages six satellite offices located in Mission, Winner, Kyle, Eagle Butte, Timber Lake, and McLaughlin.

U.S. DISTRICT COURT BENEFITS

- Accrual of paid vacation and sick leave
- Paid parental leave
- 11 paid federal holidays
- Health insurance
- Dental insurance
- Vision insurance
- Group life insurance
- Medical and dependent care flexible spending accounts
- Long-term care insurance
- Federal Employee Retirement System (FERS)
- Thrift Savings Plan (TSP) option with up to 5% agency match

Visit [U.S. Courts Benefits](#) for additional information.

POSITION DUTIES AND RESPONSIBILITIES

- Supervises and directs the operations of assigned staff to deliver services to the Court and communities served. Communicates with staff regularly to provide direction and assistance in case situations and general operational procedures. Receives, prioritizes, and assigns work ensuring fairness and consistency. Serves as a resource to ensure successful and efficient work performance occurs.
- Reviews work completed by staff, including reports submitted to the Court, case plans, and correspondence, ensuring the recommendations made to the Court adhere to national and local performance quality standards. Monitors scheduling of staff for adequate office coverage, external work requirements, court appearances, etc.
- Ensures continuation of staff development by supporting evidence-based approaches, identifying and facilitating training, holding individual staff meetings, effectively delegating duties, and appropriately increasing levels of responsibility in assignments.
- Confers regularly with officers to provide direction and guidance toward improving investigative, supervision, and writing skills. Assists officers with meeting the needs of defendants/persons under supervision who may have complex circumstances; provides leadership in the development of sentencing alternatives, utilization of community resources, and application of professionally sound case management principles.
- Provides leadership to staff and the district on effective supervision monitoring strategies and behavior change interventions.
- Conducts unit meetings to identify performance and operational concerns; develops, implements, and communicates effective solutions. Provides and solicits feedback during unit or individual officer meetings.
- Evaluates the performance and professional development of officers on a systematic and regular basis. Documents progress and maintains accurate records to assist with performance management. Implements performance improvement plans if necessary.
- Fosters a supportive work environment and maintains responsibility for enhancing a positive district culture; encourages loyalty, enthusiasm, and dedication to the mission of the district.
- Provides support throughout implementation of administrative initiatives by serving as a major communication catalyst between officers and management.
- Works with other supervisors, Assistant Deputy Chiefs, Deputy Chief, and Chief Probation Officer to develop programs, policies, and initiatives that increase the effectiveness of the office. Works with staff to ensure a thorough understanding of national and local policies.
- Monitors and leads operations to ensure the expeditious handing of duties for the Court, institutions, or other agencies occurs. Performs quality control by monitoring and reviewing work, conducting internal audits, and providing training and coaching for staff.
- Reviews data regularly; adjusts processes and scheduling to improve outcomes and meet unit goals.
- Manages hours of work, leave requests, dress code, and other local and national policies to maintain consistency and professionalism within the district. Establishes schedules and deadlines as necessary for completion of work.
- Models maturity and professionalism at all times; holds self and others accountable for actions and standards expected by the court. Demonstrates ethical behavior and sound judgment.
- If needed, performs any or all duties of a line officer, including investigating and/or supervising persons under supervision.
- Promotes and maintains cooperative and supportive relationships with other law enforcement and community service agencies.
- Communicates clearly and effectively, both orally and in writing.
- 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 while fulfilling the district's vision, mission, and values.
- Ability to prioritize competing demands while maintaining a positive and professional demeanor.
- Ability to exercise impartiality and discretion with defendants, persons under supervision, courts, outside government agencies, and people in the communities served.
- Ability to work a flexible schedule if needed, including nights, weekends, or holidays.
- Ability to promote and maintain a positive work environment which encourages integrity, respect, individual and organizational growth, and a fulfilling work life.

KNOWLEDGE, SKILL, AND EDUCATION REQUIREMENTS

- Completion of a bachelor's degree from an accredited college or university, preferably in a field of academic study such as psychology, sociology, social work, or behavioral sciences.
- For placement at a CL 29, applicants must have a minimum of three years specialized experience* including at least one year as a CL 28 probation officer in the U.S. Courts.
- For placement at a CL 30, applicants must have a minimum of three years specialized experience* including at least one year as a CL 29 probation officer in the U.S. Courts.

*Specialized experience must be clearly documented on Form AO 78 *Application for Judicial Branch Federal Employment* and include explanation of progressively responsible professional, supervisory, or managerial experience in which you've gained (a) knowledge of successfully managing others in the workplace, (b) the ability to exercise mature judgment in high-stress situations, (c) knowledge of the basic concepts and principles of Evidence Based Practices, Behavioral Theory, and Social Learning Theory, and d) knowledge of the basic concepts, principles, theories, and policies of U.S. probation and pretrial services.

Sufficient technology and keyboarding skills are required in order to produce reports, documents, and correspondence utilizing computers or other electronic processing systems.

APPLICATION INSTRUCTIONS

To receive consideration, candidates must submit the following by 5:00 pm CST on Wednesday, August 17, 2022:

- 1) Form AO 78 *Application for Judicial Branch Federal Employment*, found on www.uscourts.gov/forms.
 - a. Do not enter "see resume" on form AO 78 when describing work history and duties; detailed experience is required.
 - b. SUSPO applicants must answer questions 18, 19, and 20 on form AO 78.
- 2) A current resume including at least three (3) professional references.
- 3) A personal statement, no more than three (3) pages in length, answering the following:
 - a. Refer to the *Knowledge, Skill, and Education Requirements* section of the vacancy announcement; describe how you meet the experience defined as "specialized experience".
 - b. What have been your major professional accomplishments over the last five (5) years?

All documents must be emailed in PDF format with "Vacancy 05-22" in the subject line to Brooke Richards at: brooke_richards@sdd.uscourts.gov.

CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. citizen or eligible to work in the United States.
- Judiciary employees must adhere to the *Code of Conduct for Judicial Employees* at all times.
- Employees of the United States District Court are hired under excepted appointments, are not covered by the Civil Service System, and are considered "at will" employees.
- The candidate hired for this position may be subject to a full background record check.
- This position is subject to mandatory electronic funds transfer participation (direct deposit) for payment of net pay.
- The U.S. District Court, District of South Dakota reserves the right to amend or withdraw any vacancy announcement at any time 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 reserves the right to select a candidate from the original applicant pool.
- All employees of the U.S. District Court, U.S. Bankruptcy Court, and U.S. Probation and Pretrial Services Office for the District of South Dakota must be fully vaccinated against COVID-19 or have an approved exemption. Fully vaccinated is considered having received the second shot of the two-dose Pfizer or Moderna vaccine or a single shot of the Johnson & Johnson vaccine by the entrance of duty date.