

# Career Opportunity

## SENIOR OFFICER/SUPERVISOR POST CONVICTION DISTRICT OF SOUTH DAKOTA



### ABOUT THE COURT

The U.S. District Court for District of South Dakota was established in 1889 when the Dakota Territory was divided into North and South Dakota. The Court handles issues pertaining to federal law within the state of South Dakota and has courthouses in Sioux Falls, Rapid City, Pierre, and Aberdeen.

The U.S. District Court consists of federal court chambers, a clerk's office, and a probation and pretrial services office. The district has two Article III district judges, two senior district judges, and three full-time magistrate judges. Additionally, U.S. Probation has satellite offices in Eagle Butte, Kyle, McLaughlin, Mission, and Winner.

### ABOUT THE POSITION

The U.S. District Court for the District of South Dakota is seeking a full-time Senior Officer/Supervisor in Sioux Falls, South Dakota.

The Senior Officer/Supervisor plays 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 the Court. Senior Officer/Supervisors spend 50% of the time on officer duties and 50% of their time is spent on supervisory related duties.

The Senior Officer/Supervisor position will be established with an initial term of two years. Following the two year evaluation period, the position may be converted to a permanent appointment based on performance, outcomes, and job satisfaction. Both management and the employee have the discretion to end the term.

### POSITION DUTIES AND RESPONSIBILITIES

- Perform line officer responsibilities for defendants and persons under supervision with workload equivalent of 50% of a full-time line officer.
- Coach, mentor, and guide supervision officers and probation officer assistants within the Framework for Effective Supervision (Framework) and evidence based practices to promote the lawful self-management of those under supervision.
- Function as a supervision advisor responsible for applying 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 (Guide)*.
- Conduct supervision case planning sessions in accordance with the Framework and the *Guide*. Monitor supervision activity and provide ongoing case management using PACTS reports and other data collection tools.

**Vacancy No.:** 05-24

**Number of Vacancies:** 1

**Location:** Sioux Falls, SD

**Salary:** CL 29 \$82,718 - \$134,446  
commensurate with experience

**Employment:** Permanent, full-time

**Closing Date:** 04/26/2024.

### BENEFITS

- Paid Annual & Sick Leave
- Paid Paternal Leave
- 11 Paid Holidays
- Employer Subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Pre-tax benefit programs
- Employee Assistance Program (EAP)
- Telework opportunities

[www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)



## How to Apply

Please submit the following:

- Completed AO 78 Application for Judicial Branch Federal Employment  
[Forms | United States Courts](#)  
[\(uscourts.gov\)](https://uscourts.gov)
- An unofficial copy of your college transcript(s)
- A cover letter that specifically addresses the qualification and relevant experience you possess which make you a good candidate for this position; include your knowledge, skills, and ability to facilitate behavior change.
- A current resume to include 3 professional references
- A written statement answering the following:
  - a. What success looks like to you.
  - b. What contributions you will make.
  - c. How your skills and interests align with this position.

**All documents must be emailed in PDF format with "Vacancy 05-24" in the subject line to [recruitment@sdd.uscourts.gov](mailto:recruitment@sdd.uscourts.gov)**

**[www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)**

## POSITION DUTIES AND RESPONSIBILITIES CONTINUED

- Assist in facilitating officers' development of competencies and skills to form effective working alliances with persons under supervision and to foster lawful behaviors and to apply evidence based interventions. Guide officers in effective risk reduction strategies/interventions including recommendations to the Court for restrictions of a person's freedom in community-based settings.
- Formally meet with officers to provide guidance on pretrial and post-conviction supervision strategies, rearrests and violation behavior, as well as petitions, supplementals, recommendations, and any other court documents to ensure proper supervision interventions/services are utilized. When necessary, review petition, supplementals, recommendations and 12As to ensure the communication to the Court is accurate, timely, and appropriate.
- Assign case supervision work to officers in the unit, considering the level of supervision required, workload level, and the employee's skill set.
- Develop understanding and cooperative relationships with staff, courts, law enforcement, and other community service agencies
- Evaluate quality of work within the unit by reviewing reports, case records, and correspondence to ensure maintenance of service delivery and adherence to existing policies, procedures, and guidelines.
- Provide leadership in the utilization of community resources and the application of professionally sound case management principles.

## MINIMUM QUALIFICATIONS

To qualify for placement at a CL29, three years of specialized experience is required, including at least one year as a CL28 probation/pretrial services officer in the U.S. Courts.

Specialized experience includes progressively responsible experience gained after completion of a bachelor's degree, in such fields and probation, pretrial services, parole, psychology, sociology, behavioral sciences or work in substance abuse/addiction treatment. This experience must include progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain a) skill in dealing with others in person to person relationships, b) the ability to exercise mature judgment, c) knowledge of the basic concepts and principles of Cognitive Learning Theory, Behavioral Theory, and Social Learning Theory, and d) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S Probation/Pretrial Services Office. If the selected candidate starts this position at CL29, they may later be promoted to a CL30 without further competition.



Visit our employment site:



[www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)

## PREFERRED QUALIFICATIONS

- 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 exercise sound judgement, maintain confidences, foster high ethical stands, and demonstrate leadership qualities, flexibility, and integrity in meeting the office's vision and mission.

## CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. citizen or eligible to work in the United States.
- Judiciary employees must always adhere to the Code of Conduct for Judicial Employees.
- 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 will be subject to a full background record check.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- The U.S. District Court for the 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 reserves the right to select a candidate from the original applicant pool of the previous vacancy announcement.

**THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER AND  
COMPLIES WITH THE FAIR CHANCE TO COMPETE ACT**

# JUDICIARY BENEFIT DETAILS

## Employer Contributions

- FERS eligible employees receive judiciary-paid Basic Benefit contributions each pay period
- Optional Thrift Savings Plan (TSP) enrollment for pre- or post-tax (Roth) withholdings
- Optional TSP catch-up contribution for employees age 50+
- Participating TSP employees receive 100% match for first 3% contributed to the plan and \$.50 per \$1.00 match for the next 4-5% up to a maximum 4% employer match
- TSP eligible employees also receive an automatic 1% contribution to their TSP plan each pay period
- Social Security benefits contributed at 6.2% of employee earnings up to annual SS Wage Base
- On average, 72% of an employee's total health insurance premium is paid by the judiciary with enrollment choices of Employee, Employee +1, and Family coverage
  - Over 20 different FEHB plan options available with varying deductible and co-pay limits
- Judiciary pays 1/3 of the cost for employee's Basic Life Insurance
- Free Employee Assistance Program (EAP) available to employees, spouse, and/or dependents 24 hours a day, 7 days a week

## Time Off

- Annual leave
  - 0-3 years of service accrue 4 hours/pay period
  - 3-15 years of service accrue 6 hours/pay period
  - 15+ years of service accrue 8 hours/pay period
- Sick leave: accrue 4 hours/pay period with no limit cap
- Bereavement Leave: up to 104 hours of paid bereavement leave per year paid from sick leave bank
- Paid Parental Leave: up to 12 weeks of paid leave for childbirth or adoption (eligibility conditions apply)
- Bereavement Parental Leave: up to 2 weeks paid for loss of child
- Compensation time earned based upon employee classification level
- Administrative Leave: discretionary leave granted for voting, emergency closures, etc.
- Paid Holidays – minimum of 11 paid holidays per year: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day

## Other Judiciary Benefits

- 10 different vision insurance plans
- 16 different dental insurance plans
- Flexible benefit health care reimbursement
- Flexible benefit dependent care reimbursement
- Paid employee parking
- Supplemental life insurance for spouse and children
- Accidental Death & Dismemberment (AD&D) insurance coverage
- Long-term care insurance
- Disability insurance
- Disability retirement (eligibility conditions apply)
- Professional liability insurance reimbursement
- Employee referral bonus
- Flexible scheduling/telework opportunities (eligibility conditions apply)
- National Leave Transfer Program - donated paid time off for employees needing extended leave due to medical complications, childbirth, or other emergencies
- Hotel discounts via FedRooms.gov
- Continuing education and local/national training and informational opportunities:
  - Judiciary Online University virtual learning + monthly benefit webinars

## In Retirement

- Full continuation of health insurance for employee and spouse with continuation of judiciary-paid premiums (eligibility conditions apply)
- If FERS-eligible, receive a monthly paid Basic Benefit annuity with survivor annuity option
- Monthly-paid FERS annuity supplement ("social security bridge") paid by OPM if retiring under age 62
- TSP participant withdrawal options via monthly, annual, or as needed basis with additional options to purchase TSP annuities
- Optional continuation of life insurance coverage (eligibility conditions apply)
- Fully paid out unused annual leave hours
- Unused sick leave hours are converted and added to service credit time increasing monthly FERS payment

**See the [Total Compensation Estimator](#) to see how the judiciary contributes to the benefits of every employee.**