

# Career Opportunity

## SUPERVISORY UNITED STATES PROBATION OFFICER



### U.S. District Court District of South Dakota

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

**Announcement #:** 10-20

**Location:** Sioux Falls, South Dakota

**Salary:** CL 29 – CL 30 (\$72,975 – \$140,157) commensurate with experience; promotion potential without further competition

**Employment Type:** Full-time, Regular

**Closing Date:** October 16, 2020

### The District of South Dakota

The Probation and Pretrial Services Office in the District of South Dakota is a combined (both pretrial and probation) district with headquarters in Sioux Falls.

The U.S. Probation Office plays an integral role in the administration of justice and serves as the community corrections arm of the Federal Court system.

### ABOUT THE POSITION

The Supervisory United States Probation Officer (SUSPO) performs supervisory work related to a full range of probation officer law enforcement duties as well as provides leadership to formulate, implement, and manage initiatives which focus on achieving the mission and vision set by U.S. Probation. The incumbent assists probation services by creating and managing a work environment that taps into employee potential through dialogue, accountability, innovation, and personal and professional growth. The SUSPO must be committed to a lifetime of learning to allow for growth in the knowledge, skills, and abilities necessary to excel in their position. He/she must lead by example and demonstrate mature judgment, technical excellence, effective policy execution, and staff development while maintaining a service-based mindset. The incumbent must be knowledgeable in the full range of operations and services available to the Court and public while consistently demonstrating integrity, initiative, teamwork, creativity, flexibility, dedication, and loyalty to the District's mission.

### BENEFITS

The Court offers a competitive benefits package:

- Vacation time accrues at a rate of 104 hours per year for the first three years and increases with tenure
- Sick days accrue at a rate of 104 hours per year
- Ten paid holidays per year
- Agency-subsidized federal health insurance plans
- Dental and vision plans
- Group life insurance plans
- Optional flexible spending account program
- Federal Employee Retirement System (FERS)
- Optional Thrift Savings Plan (TSP)

## OVERVIEW OF DUTIES

- Maintains overall responsibility for the management of officers, officer assistants, and support staff of assigned unit. Assigns and schedules investigative and case supervision work for officers and officer assistants.
- Audits, reviews and evaluates all investigative and supervision work within the unit to include evaluating investigative reports, case records, and correspondence to ensure timeliness, accuracy, quality, and adherence to all policies, procedures, and guidelines.
- Ensures continuation of staff development by fostering evidence-based approaches, planning and implementing in-service training, holding individual staff meetings, managing appropriate delegation of duties, and appropriately increasing levels of responsibility in assignments.
- Confers regularly with officers and officer assistants to provide direction and guidance towards improving investigative, supervision, and writing skills. Assists officers and officer assistants 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.
- Determines the adjustment of individuals under supervision with the assistance of the assigned probation officer or officer assistant. Assists in the decision-making process for recommendations. Approves all recommendations to the Court.
- Assumes responsibility for the handling of emergency, high profile, or sensitive supervision or investigative situations.
- Conducts staff unit meetings to identify performance and operational concerns; develops, implements, and communicates appropriate solutions and feedback.
- Evaluates the performance and professional development of officers, officer assistants, and support staff in the unit on a systematic and regular basis. Manages corrective action and/or performance improvement plans if necessary.
- Maintains a supportive atmosphere and responsibility for staff relationships and culture within the unit, encourages loyalty, enthusiasm, and dedication to the mission of the District. Fosters a positive, participatory work environment which values diversity.
- Serves as a major communication catalyst between line staff and administration, ensures support and implementation of administrative direction occurs while concurrently providing feedback to the Deputy Chief and Chief Probation Officer regarding future administrative actions.
- Works with the Assistant Deputy Chief, Deputy Chief, and Chief Probation Officer towards the development of programs, policies, and initiatives to increase the effectiveness of the unit.
- Monitors travel expenses to include review and approval of all travel vouchers of officers and officer assistants within the unit.
- Manages leave requests for officers, officer assistants, and support staff in the unit. Reviews and approves requests and timesheet submissions to ensure compliance with time and attendance policies and procedures is maintained.
- Answers procedural questions for judges, staff, and the public. Provides customer service and resolves problems while complying with regulations, policies, and procedures.
- Ensures adequate coverage for office activities, court appearances, etc. Establishes schedules and deadlines for completion of work.
- 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 external law enforcement and community service agencies.
- Abides by the *Code of Conduct for Judicial Employees* and court confidentiality requirements at all times. Demonstrates ethical behavior and sound judgment.
- Communicates clearly and effectively, both orally and in writing.
- Travel to other divisions and/or satellite offices may be required to ensure effective management and the needs of officers and officer assistants are met.
- Performs all other duties as assigned by the Assistant Deputy Chief, Deputy Chief, and Chief Probation Officer.

## QUALIFICATION REQUIREMENTS

- Completion of a bachelor's degree from an accredited college or university in a field of academic study such as psychology, sociology, social work, or behavioral sciences.
- In addition to the educational requirement, applicants must have three years of specialized experience\*, including at least one year as a CL 28 Probation/Pretrial Services Officer in the U.S. Courts to qualify for placement at the CL 29 level; or at least three years specialized experience, including at least one year as a CL 29 Probation/Pretrial Services officer in the U.S. Courts to qualify for placement at the CL 30 level.

\*Specialized experience must be documented and detailed on Form AO 78 and include progressively responsible professional, supervisory, or managerial experience that has provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability exercise mature judgment, (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 the U.S. Probation Office.

Applicants must have a valid driver's license and access to a personal vehicle for use when a government-issued vehicle is unavailable. Sufficient technology and keyboarding abilities are required to produce reports, documents, and correspondence using electronic word processing systems and other office technology.

## APPLICATION PROCESS

To be considered, qualified applicants must submit the following:

- 1) Form AO 78 Application for Judicial Branch Federal Employment, found under "Court Forms": <http://www.uscourts.gov/>;
- 2) A current resume to include at least three (3) professional references;
- 3) A one-page statement which details the following:
  - What does the role of a Supervisory United States Probation Officer mean to you?
  - What have been your major professional accomplishments over the last five (5) years?

Application packages must be emailed in PDF format with "Vacancy 10-20" in the subject line to Brooke Richards at [Brooke\\_richards@sdd.uscourts.gov](mailto:Brooke_richards@sdd.uscourts.gov) by 5:00 pm CST on October 16, 2020.

**Incomplete application packages will not be considered.**

## ADDITIONAL INFORMATION

- Applicants selected for an interview must travel at their own expense.
- Employees are required to 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.

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

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**