

Career Opportunity

CHIEF PROBATION & PRETRIAL SERVICES OFFICER 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 federal criminal and civil cases 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 presently has two active district judges, with two judicial nominees awaiting a confirmation vote, two senior district judges, and three full-time magistrate judges.

ABOUT THE POSITION

The United States District Court for the District of South Dakota is seeking to hire a Chief U.S. Probation and Pretrial Services Officer. The Chief is under the administrative direction of the Chief Judge of the district court and is responsible for the overall administration of the U.S. Probation and Pretrial Services Office (Office) in the District of South Dakota. The retiring Chief currently supervises a staff of 71 employees. The Chief and the Clerk of Court oversee 14 employees in shared services, which consists of information technology, human resources, and administrative services. Office headquarters is in Sioux Falls with divisional offices located in Rapid City, Pierre, and Aberdeen. Five satellite offices are located on or near six American Indian reservations-Pine Ridge, Rosebud, Cheyenne River, Crow Creek, Lower Brule, and Standing Rock.

POSITION DUTIES AND RESPONSIBILITIES

- Oversees the delivery of services in five major functional areas – pretrial diversion, pretrial bail investigations/reports, pretrial supervision, presentence investigations/reports, and post-conviction supervision. Utilizes the best evidence to make decisions in the delivery of services. Ensures the provision of accurate, thorough, and objective information and sound recommendations to the Court for the issuance of individualized, proportionate, and equitable court orders.
- Administers court-ordered conditions of supervision by requiring compliance with court mandates, assessing individual risk of re-offending, and developing cost-effective strategies and interventions to guide persons under supervision in the federal criminal justice system toward lawful self-management. This includes promoting changes in values and beliefs, improving competencies and skills, and addressing the factors driving criminal behaviors.

Vacancy No.: 06-24

Number of Vacancies: 1

Location: South Dakota

Salary: JSP 16-17 \$168,577 - \$224,178

commensurate with experience and qualifications

Employment: Permanent, full-time

Closing Date: 06/07/2024.

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



How to Apply

Please submit the following:

- Completed AO 78 Application for Judicial Branch Federal Employment [Forms | United States Courts \(uscourts.gov\)](#)
- A cover letter that specifically addresses both your management philosophy and the knowledge, skills, and experience necessary to perform the duties of the Chief Probation and Pretrial Services Officer.
- A current resume to include 3 professional references
- Two recent performance reviews

All documents must be emailed in PDF format with "Vacancy 06-24" in the subject line to:
marc_serrett@sdd.uscourts.gov

www.sdd.uscourts.gov

POSITION DUTIES AND RESPONSIBILITIES CONTINUED

- Communicates and collaborates with the Chief Judge and the other judicial officers in the district; makes recommendations to the Court for improvements in the delivery of pretrial and probation services in alignment with the evolving research on evidence-based practices and with the new technology and available tools.
- Collaborates and effectively communicates with the other criminal justice system partners.
- Establishes and oversees the provision of contractual services designed to meet the conditions of supervision and increase lawfulness. Engages families and community members to guide individuals under supervision and to reinforce lawful behaviors.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Sentencing Commission requirements for the administration of pretrial, probation, and parole services; develops and implements policies, procedures, and guidelines necessary to meet these requirements.
- In cooperation with the Court, develops and implements policies, procedures, and guidelines to meet the unique needs of the Court.
- Manages the staff of the office; selects and recommends candidates for appointment as probation officers to the Chief Judge; appoints all non-officer personnel; makes determinations on personnel matters including promotions, salary increases, disciplinary actions, and dismissals; ensures all personnel are carefully selected and adequately trained; ensures performance is systematically evaluated.
- Ensures the safety of employees by implementing a safety training regimen, providing appropriate equipment/tools, and developing safety policies and protocols.
- Makes estimates of personnel and salary, space allocation, and operating allowance needs; approves requisitions; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making authority to appropriate levels; provides qualitative and quantitative measures for work performance, and ensures accountability with minimal interference to service delivery.
- Establishes and maintains a collaborative working relationship with the Clerk of Court in a shared services environment. The Chief and Clerk ensure high quality administrative services are provided to the district and its employees.
- Establishes and maintains collaborative relationships with other probation and pretrial services offices to ensure all requests for assistance from other districts are met promptly and competently and to ensure that best practices are in use within the district.



Visit our employment site:



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POSITION DUTIES AND RESPONSIBILITIES CONTINUED

- Establishes and maintains collaborative relationships with all components of the criminal justice system to include federal, state, tribal, local law enforcement and correctional, as well as community and social service agencies. Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
- Establishes and maintains collaborative relationships with the Administrative Office of the United States Courts.
- Promotes an office environment where employees can achieve personal satisfaction and fulfillment in their work lives by commitment to the mission, exercising individual responsibility, building their knowledge and competencies, and by supporting coworkers.
- Uses evidence-based principles and data to consistently evaluate and improve organizational performance.
- Performs related duties as required by the Court.

QUALIFICATION REQUIREMENTS

- Completion of a bachelor's degree from an accredited college or university.
- At least three years of progressively responsible experience in the investigation, supervision, counseling, and guidance of individuals who have been charged and/or convicted of a crime. **Experience as a police officer, FBI agent, customs agent, marshal, or a similar position does not meet the requirements of specialized experience.**
- High-level administrative experience with exposure to and understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, as well as long and short term planning.
- Demonstrated commitment to and expertise in evidence-based practices and in the development of organizational practices rooted in evidence-based principles to improve justice outcomes.

COURT-PREFERRED SKILLS

- A graduate degree in the social sciences or related field.
- Previous management/leadership experience, relevant to U.S. Probation Office operations.
- Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.

DESIRABLE PERSONAL CHARACTERISTICS

Successful candidates must be adept leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must maintain a professional appearance and demeanor at all times. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, are required. Must be flexible and conscientious about detail and accuracy. Must be able to balance the demands of varying workload responsibilities and deadlines.

APPLICANT REQUIREMENTS AND CONDITIONS OF EMPLOYMENT

Each applicant must be a U.S. Citizen or eligible to work in the United States.

This position will require travel.

If the selectee is currently in a federal hazardous duty position, mandatory retirement requirements apply.

The court requires employees to adhere to a Code of Conduct. Prior to appointment, applicants considered for this position will undergo a thorough background investigation (High Sensitive). Incumbent may be subject to updated background investigations every five years.

**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.