

Career Opportunity

SUPERVISORY U.S. 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 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 Supervisory U.S. Probation/Pretrial Services Officer (SUSPO) in Rapid City, South Dakota.

The SUSPO position 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.

The SUSPO 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

- 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.
- Provides leadership to staff and the district on effective supervision monitoring strategies and behavior change interventions.

Vacancy No.: 04-24

Number of Vacancies: 1

Location: Rapid City, SD

Salary: CL 29/30 \$82,718-\$158,871

commensurate with experience and Qualifications

Employment: Permanent, full-time

Closing Date: Open until filled, priority given to applications received by 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



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 personal statement answering the following:
 - a. Refer to the Knowledge, Skills, and Education Requirements of this announcement; describe how you meet the specialized experience requirement.
 - b. What have been your major professional accomplishments over the last five (5) years?

All documents must be emailed in PDF format with "Vacancy 04-24" in the subject line to recruitment@sdd.uscourts.gov

www.sdd.uscourts.gov

POSITION DUTIES AND RESPONSIBILITIES CONTINUED

- 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.
- 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 to 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 handling of duties for the Court, institutions, or other agencies. 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.



Visit our employment site:



www.sdd.uscourts.gov

PERSONAL CHARACTERISTIC REQUIREMENTS

- Ability to exercise sound judgment, maintain confidentiality, adhere to high ethical standards, and demonstrate integrity to fulfill the district's mission, vision, 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, 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.

KNOWLEDGE, SKILLS, 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 29/30, applicants must have a minimum of three years specialized experience* including at least one year as a CL 28 or 29 Officer in the U.S. Courts (respectively.)

* 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.

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 or 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.