**United States District Court**
**District of South Dakota**
**Probation and Pretrial Services Office**

# VACANCY ANNOUNCEMENT 15-11

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| **POSITION TITLE:** | **Probation Officer Assistant OR Probation Officer (please refer to Vacancy Announcement 15-12 for PO application details)** |
| **POSITION TYPE:** | **Regular, Full-time (40 hours/week)** |
| **NUMBER OF VACANCIES:** | **2** |
| **LOCATION:** | **Mission, SD** |
| **SALARY RANGE:** | **CL 23/1 – CL 25/61** |
| **STARING SALARY** | **$31,652 - $62,951** |
| **OPENING DATE:** | **Friday, September 25, 2015** |
| **CLOSING DATE:** | **Close of Business October 23, 2015** |

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## JOB SUMMARY

Probation Officer Assistants (POA's) serve in a judiciary law enforcement position, under the direction and guidance of a supervisor and provide technical support and assistance to probation/pretrial services officers in a wide range of areas. POA's help support and facilitate a comprehensive, multifaceted correctional treatment effort specifically designed to address a variety of treatment delivery challenges and special offender (juvenile and adult) needs and risks unique to the reservations. POA's assist in the implementation and operation of employment and community service programs.

## DUTIES AND RESPONSIBILITIES

- Assists in the development and implementation of employment/community service programs on and off the reservations.
- Oversees community service projects, including the direct supervision of defendants/offenders working on community service projects; maintains record of work performed; reports when defendants/offenders fail to comply with program requirements; and develops community service placement sites.
- Assists in the development, implementation, and ongoing operations of a variety of unique correctional treatment and special offender programming efforts for both juvenile and adult defendants/offenders living on and off the reservation.
- Assists probation/pretrial officers and defendants/offenders to facilitate the ongoing and meaningful participation of defendants/offenders in required correctional treatment programming.
- Attends and participates in district treatment groups, to include substance abuse, sex offender, and MRT.
- Transports defendants/offenders (many of whom have criminal histories involving personal violence and sexual offenses) to and from treatment sessions and community work sites during daytime and evening hours.
- Maintains files and case records as required.
- Conducts scheduled and random drug tests to determine if defendants/offenders have been using alcohol and/or illicit drugs.
- Assist officers in the performance of all investigations (i.e., collaterals, pretrial, presentence, prerelease, and supervision).

- Observes, documents, and staffs cases with officers on the lifestyle, personal problems, and needs of defendants/offenders that become apparent during home visits or contact with the defendant/offender, defendant's/offender's family, or defendant's/offender's employer.
- Reports all hazardous incidents encountered in the course of duty to the chief probation/pretrial services officer, the court, and the Probation and Pretrial Services Division of the Administrative Office of the U.S. Courts, as appropriate.
- Supervise a reduced caseload of the least problematic offenders requiring contacts by phone, office visits or field visits.
- Assists in the development of community resources to meet the special needs of offenders.
- Other related duties as assigned by the Chief, the Deputy Chief, and/or the Assistant Deputy Chief.

Depending upon assignment of duties, the selected candidate may travel extensively within a geographic area in the District of South Dakota. Overnight travel may be required several nights per month. Regardless of length of service in the office, at the direction of the Chief Probation/Pretrial Services Officer, any officer may be required to work temporarily in another area of the state of South Dakota and/or be required to change regular duty stations within the state. Given the professional nature of the position, the selected candidate may be required to work, at times, in excess of 40 hours per week including nights and weekends without additional compensation.

**MINIMUM QUALIFICATIONS**

Candidates are required to be high school graduates or equivalent. Candidates need one year of specialized experience. Specialized experience is described as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedure that demonstrate the ability to apply a body of rules, regulations, directives or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Candidate must have a driver's license and access to a vehicle for use when a government-issued vehicle is unavailable. Candidate must have sufficient keyboarding skills (or alternative skills) to be able to demonstrate proficiency in producing reports/documents/correspondence using electronic word processing and other office system technology.

**PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE**

The duties of probation officer assistants require the investigation and management of alleged criminal defendants and convicted offenders who present physical danger to officer assistants and to the public. In the supervision, treatment and control of these offenders, these duties require moderate to rigorous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination, and use of self-defense tactics. On a daily basis, these probation officer assistants face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

POA's must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment; however, severe health problems or physical defects that constitute employment hazards to the applicant or others may disqualify an applicant. First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37$^{th}$ birthday at the time of the appointment. Applicants 37 and older who

have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

## SPECIAL REQUIREMENTS FOR PROBATION OFFICER ASSISTANTS

First time appointees to the position of U. S. Probation/Pretrial Services Officer Assistant must undergo an extensive government background investigation. Further, prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers, and officer assistants are available for public review at http://www.uscourts.gov/.

## BENEFITS

Employees of the United States Courts are not classified under Civil Service but are entitled to similar benefits. These benefits include:

- Ten paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years, and 26 days after fifteen years.
- Paid sick leave in the amount of 13 days per year (unlimited accumulation).
- Optional participation in the Federal Employee Health, Dental, and Vision Benefit program.
- Optional participation in the Federal Employee Group Life Insurance program.
- Mandatory participation in the Federal Employees Retirement System and the Social Security retirement program.
- Optional participation in the Thrift Savings Plan (similar to a 401(k) plan with government matching when eligible).
- Eligible to enroll in a private long-term care and long –term disability insurance program.
- Eligible to participate in a flexible benefit program.

## ADDITIONAL INFORMATION

- Employees are required to adhere to a Code of Conduct for Judicial Employees
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- Applicant must be a U. S. Citizen or be eligible to work in the United States.

## APPLICATION PROCEDURES

Applicants are required to complete a writing assignment. Writing assignments should address the following:

(1) What is your personal experience and understanding of American Indian Lakota Sioux culture, traditions, and values?

(2) Why are you interested in this positions, and how does this role fit into your career aspirations?

Selected applicants will be contacted for an interview. Each applicant will be required to underwrite his or her travel expenses to and from the interview site.

Persons interested in this position should submit a cover letter, writing assignment and Application for Judicial Branch Federal Employment (AO-78) to:

Mesa Scott
Human Resources Administrator
U.S. Probation/Pretrial Services Office
314 S. Main Ave., Suite 100
Sioux Falls, South Dakota 57104

Or Fax: 605-977-8902 or email: mesa_scott@sdd.uscourts.gov

NOTE: Although personal résumés may be submitted as well, applicants will not be considered unless a cover letter, writing assignment and Application for Judicial Branch Federal Employment, are submitted. The application form (AO 078) is available at http://www.uscourts.gov/. Click on Library, then on Forms. If you have questions, please call 605-977-8959.

Each applicant will be required to fund their own travel expenses to and from the interview site.

*Probation reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation/Pretrial Services Officer may elect to select a candidate from the original qualified applicant pool. Applicants invited for a personal interview will be subject to a criminal records check with law enforcement agencies.*

U. S. PROBATION FOR THE DISTRICT OF SOUTH DAKOTA IS AN
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