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

VACANCY ANNOUNCEMENT 15-12

POSITION TITLE:	**Probation Officer <u>OR</u> Probation Officer Assistant (see additional vacancy announcement 15-11 for Probation Officer Assistant details)**
POSITION TYPE:	**Regular, Full-time (40 hours/week)**
NUMBER OF VACANCIES:	**2**
LOCATION:	**Mission, SD**
SALARY RANGE:	**CL 25/1 – CL 27/61**
STARING SALARY	**$38,704 – $76,152**
OPENING DATE:	**Friday, September 25, 2015**
CLOSING DATE:	**Close of Business October 23, 2015**

DUTIES AND RESPONSIBILITIES

Incumbent will provide casework services to federal defendants/offenders who have been placed on pretrial release supervision, pretrial diversion supervision, probation, parole (including military parole) and supervised release. This involves the delivery of evidence-based correctional interventions to foster offenders toward lawful self-management. The selected candidate may also facilitate, monitor and enforce compliance with court orders as directed by the Court, the U.S. Magistrate and the Chief Probation/Pretrial Services Officer. The selected candidate may conduct pretrial/presentence investigations and prepare reports for the U.S. District Court, U.S. Magistrate, and as otherwise directed. Reports to the Court may include criminal risk assessment, the application of national and local guidelines, and recommendations to assist the Court with its detention and sentencing decisions.

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

Required Education: All probation officer positions require completion of a bachelor's degree from an accredited college or university, preferably in the field of psychology, sociology, or any of the behavioral sciences.

Required Experience: In addition to meeting education requirements, current United States Probation Officers must possess the following required experience:

To qualify at the CL 25, the successful candidate must possess one year of specialized experience.

To qualify at the CL 27, the successful candidate must possess two years of specialized experience <u>or</u> completion of master's degree closely related to field of Juris Doctorate.

Specialized experience is described as progressively responsible experience gained after completion of a bachelor's degree, which provides evidence of the capacity to understand and apply the human behavior management skills involved in the position. Experience as a police, custodial, or security officer does not qualify as specialized experience.

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.

MEDICAL REQUIREMENTS

Prior to appointment, the applicant considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the applicant may be appointed provisionally, pending the completion of a favorable background investigation. 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/.

PHYSICAL REQUIREMENTS

Officers 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. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify the applicant.

MAXIMUM ENTRY AGE

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 years old 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.

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

Persons interested in this position should submit:

1) **The Application for Judicial Branch Federal Employment (AO-78), available at** http://www.uscourts.gov/
2) **Unofficial copy of college transcript**
3) **A one page statement explaining how the candidate acquired the "Court Preferred Skills" stated below.**

COURT PREFERRED SKILLS

1. Can demonstrate the values and skills to facilitate and enhance the offenders' abilities to sustain lawful self-management.
2. Can demonstrate good writing and oral communication skills and the ability to work independently and professionally without daily supervision.
3. Can demonstrate the ability to respond to the unique needs of each offender with sensitivity to the offender's culture, cognition, health, ecology and personhood.
4. Can demonstrate an interest and ability to work effectively with Native Americans and with those living on tribal lands.

Please send completed application and requested materials to:

Mesa_Scott@sdd.uscourts.gov

NOTE: Although personal résumés may be submitted with an application, the three (3) items listed above are required before candidates will be considered. If you have questions about the application procedures, please call Mesa Scott at 605-977-8959.

The hiring process is as follows:

1. **After closing date, all applications will be reviewed.**
2. **Selected candidates from step 1 will be invited to participate in a phone interview.**
3. **Selected candidates from Step 2 will be invited to complete a written exercise.**
4. **Selected candidates from Step 3 will be invited to participate in a personal interview.** *(Candidates participating in this step will be subject to a criminal record investigation.)*
5. **Selected candidate(s) from Step 4 may be invited for a second personal interview or an offer of employment may be made.**

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

The Probation & Pretrial Services Office 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.

U. S. PROBATION AND PRETRIAL SERVICES, DISTRICT COURT OF SOUTH DAKOTA, IS AN EQUAL OPPORTUNITY EMPLOYER