



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

**VACANCY ANNOUNCEMENT 15-15**

**POSITION TITLE:** Deputy Chief Probation Officer Type II  
**POSITION TYPE:** Regular, Full-time (40 hours per week)  
**NUMBER OF VACANCIES:** 1  
**LOCATION:** South Dakota  
**SALARY RANGE:** JSP 14 – JSP 15 (\$98,633 – \$150,830)  
**STARTING SALARY:** Dependent upon Qualifications  
**OPENING DATE:** Thursday, December 4, 2015  
**CLOSING DATE:** Close of Business Friday, January 8, 2016

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The Deputy Chief Probation Officer assists the Chief Probation Officer in all areas of the administration and management of the U.S. Probation & Pretrial Services Office in the District of South Dakota. This position is open to current U.S. Probation and Pretrial Services Officers.

**DUTIES AND RESPONSIBILITIES**

- Manage and supervise all staff.
- Assist in providing executive leadership, management and supervision of all operations of the office.
- Assume the duties of the Chief Probation Officer in his absence.
- Assist in ensuring statutes, monographs, guidelines, case law and rules pertaining of federal defendants and offenders are applied and adhered to appropriately.
- Monitor the supervision of services provided to defendants and offenders.
- Conduct special investigations and prepare reports.
- Assist in formulating, implementing, monitoring and modifying organizational policy involving collaboration with judges and other court personnel.
- Assist in the development and implementation of the performance appraisal system.
- Assist in participating and collaborating in the establishment and development of judiciary-wide policies.
- Assist in developing and executing strategic plans.
- Interpret and apply the appropriate court statutes, rules and operating procedures.
- Interpret and apply the Guide to Judiciary Policies and Procedures.
- Assist in developing, managing and monitoring all staff training programs to ensure compliance with minimum standards.
- Implement and ensure compliance of the officer integrity program, background investigations, re-investigations, random drug testing and medical standards.
- Travel to branch offices to assess and evaluate activities among offices.
- Ensure officers and staff are fit for duty and adhere to the Code of Conduct for Judicial Employees.
- Assist in setting measurable standards and expectations to ensure consistent implementation of the policies and procedures among divisional offices.

- Promote and encourage involvement in public outreach programs through public speaking, job fairs, public education and internships.
- Assist in developing, implementing and enforcing policies and practices to secure staff and physical assets of the court unit, which may include: procurement of services and goods; human resources and training, recruiting, hiring and firing processes; information technology policy, planning and implementation; emergency preparedness and disaster recovery activities; property management including GSA fleet vehicles; space and facilities needs for the court unit; and public relations for the court unit.
- Assist in developing, administering, executing, and monitoring the budget.
- Assist in certifying financial transactions of the office.
- Work with the AO, U.S. Parole Commission, U.S. Sentencing Commission, FJC, federal courts, and other governmental agencies having business before the court.
- Ensure proper statistical reporting is sent to the AO.
- Provide subject matter expertise for judicial committees and judges' meetings.
- May be asked to perform other duties as assigned by the Chief Probation Officer

**QUALIFICATIONS**

To qualify for the position of Deputy Chief Probation Officer Type II, at JSP-14 or JSP-15, a person must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent. For placement at the JSP-14 Level, the applicant must have experience at the JSP-13 or CPS CL29 Level. For placement at the JSP-15 Level, the applicant must have experience at the JSP-14 or CPS CL30 Level.

JSP Grade Level	Years of Specialized Experience
14	6
15	7

**The minimum requirement for this position is five years of experience as a CL 28 Probation/Pretrial Services Officer within the United States Courts.**

**SPECIALIZED EXPERIENCE**

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community corrections or pretrial programs is required. Experience in police officer, FBI agent, customs agent, marshal or similar positions do not meet the requirements of specialized experience.

**EDUCATIONAL SUBSTITUTIONS**

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the behavioral sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the behavioral sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

*Note:* A degree which relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

## **APPLICATION PROCEDURE**

Qualified applicants should submit prior to close of business on **January 8, 2015:**

1. A cover letter highlighting specific skills they would bring to the position
2. Views on how they would integrate this position into the current organizational structure
3. A detailed resume
4. A completed Federal Judicial Branch Employment Application Form AO 78 (available at <http://www.uscourts.gov> under Library>Forms)
5. Written discussion as outlined below.

Documents should be mailed to:

**John Bentley, Chief U.S. Probation Officer**  
Confidential - Vacancy Announcement 15-15  
U.S. Probation & Pretrial Services  
314 S Main Avenue, Suite 100  
Sioux Falls, South Dakota 57103

**Or emailed to: [john\\_bentley@sdp.uscourts.gov](mailto:john_bentley@sdp.uscourts.gov)**

Written Discussion: Qualified applicants must possess the Core Competencies for a Deputy Chief as defined by the Professional Education Institute (PEI) Curriculum of the Federal Judicial Center (enumerated below). Applicants must pick any two of the below competencies and write a three to four page paper addressing how they have developed and/or enhanced these competencies.

- Ensures the free flow of timely, accurate information throughout the organization and interacts effectively with all internal and external stakeholders.
- Works to understand complex situations, issues, and problems by breaking them down into smaller pieces. Follows a step-by-step approach to determine implications or consequences that might occur. Reworks, as appropriate, using a systematic process.
- Works to create open channels of communication and information flow to achieve the organization/court's goals. Empowers employees to be responsible for information control. Focuses information on serving the needs of all court stakeholders.
- Works to meet stakeholder needs and to achieve organizational/court goals. Sets and maintains high levels of individual and organizational performance and creates a climate that motivates and empowers employees to achieve organizational/court goals.
- Uses planning methods to assess work opportunities and barriers. Develops short and long-range plans to meet the organization/court's mission, values, goals and strategies. Thinks through the implications of decisions and actions on people, organizational components, stakeholders and clients.
- Builds trust and understanding through networking and developing partnerships. Establishes and maintains working relationships with court units across the judiciary and

with other external stakeholders. Manages relationships that result in mutual benefit for each agency and all individuals involved.

- Confronts problems early on, drives hard on difficult issues and takes a firm stand in the face of controversy. Shows willingness to engage and act when personally at risk.
- Stays in touch with emerging needs and potential future standards. Conceptualizes and clarifies all of the forces (events, entities and people) that are affecting, or are being affected by, the situation at hand.
- Identifies, aligns and optimizes resources (people, technology, facilities, time and money) to meet organizational/court goals. Creates an environment that encourages staff to work smarter and to achieve quality-based outcomes.

The interview and selection process will place an emphasis on performance, professional accomplishments, interpersonal skills and commitment to organization goals that emphasize high personal standards, proficiency and ethical behavior.

Each applicant will be required to underwrite his or her 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**  
<http://www.sdd.uscourts.gov/employment>