



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

**VACANCY ANNOUNCEMENT 15-02**

**POSITION TITLE:** Supervisory Probation Officer  
**POSITION TYPE:** Regular, Full-time (40 hours per week)  
**LOCATION:** Pierre, South Dakota  
**SALARY RANGE:** CL 28 - 30  
**STARTING SALARY:** Dependent on Qualifications  
**OPENING DATE:** Wednesday, January 7, 2015  
**CLOSING DATE:** Friday, January 30, 2015

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**DUTIES AND RESPONSIBILITIES**

Coach, mentor, and guide supervision officers, probation officer assistants within the Supervision Model and evidence based practices promoting sustained lawful self-regulation with offender.

Function as a supervision advisor responsible for applying principles of effective case management in fulfillment of the office's vision and mission and consistent with local policies and with the Supervision of Federal Offenders, Monograph 109 (Monograph 109).

Conduct supervision case planning sessions on compliance with the Supervision Model and Monograph 109. Monitor supervision activity and ongoing case management using PACTS reports and other data collection tools.

Responsible to facilitate the officers' development of competencies and skills to form effective working alliances with offenders and to effectuate sustainable lawful behavior by offenders through evidence-based interventions. Guide officers in effective risk reduction strategies/interventions including the implementation of measure to restrict offender freedom in community-based settings.

Formally meet with officers to provide guidance on offender supervision strategies, rearrests and violation behavior, as well as petitions, supplementals, recommendations, and any other court documents to ensure proper supervision interventions/services are utilized. Review all 12As, and when necessary, review petition, supplementals, and recommendations to ensure the communication to the court is accurate, timely, and appropriate.

Assign and schedule case supervision work to offices in the unit, considering workload/case weighting and the employee's skill sets within the Supervision Model.

Develop understanding and cooperative relationships with staff, courts, law enforcement, and other community service agencies.

Maintain contact regarding supervision issues with the Magistrate Judge and the District Judge in their divisional office.

Primary contact for all supervision issues in their divisional office.

Quality control of field work regarding supervision, which will require coaching in the field.

Primary responsibility of performance appraisals and on-going feedback to supervision staff regarding performance.

Assist in developing and implementing policies and procedures as required to operationalize national and local policies, PACTS, legal changes, and other changes.

Understand and implement all guideline and statutory amendments for supervision.

Assist the ADCUSPO in the Supervision Unit to coordinate training for supervision staff.

Collaborate closely with SUSPOs in the other divisions to ensure all aspects of supervision are consistent in quality across the district.

Conduct unit meetings to disseminate information regarding changes, updates, office operations, and staff cases.

Shares with other supervisors the responsibility of promoting staff morale and encouraging loyalty and enthusiasm; maintains a supportive atmosphere for staff utilization of management personnel and resources. Develops or accepts recommendations from employees supervised to increase productivity and quality. Facilitates cooperative relationships among staff.

Hear and resolve complaints and effect appropriate action as to performance and conduct issues, implementing disciplinary actions when required.

Other related duties as assigned by the Chief, Deputy Chief, and/or ADCUSPO.

## **MINIMUM QUALIFICATIONS**

To qualify for placement at CL-28, two years of specialized experience, including one year equivalent to work at the CL-27.

To qualify for placement at CL-29, three years of specialized experience are required, including at least one year as a CL-28 probation/pretrial services officer in the U.S. Courts.

To qualify for placement at CL-30, three years of specialized experience are required, including at least one year as a CL-29 probation/pretrial services officer in the U.S. Courts.

Specialized experience includes progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, psychology, sociology, behavioral sciences or work in substance abuse/addiction treatment. This experience must include progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain a) skill in dealing with others in person to person relationships, b) the ability to exercise mature judgement, c) a knowledge of the basic concepts and principles of Cognitive Learning Theory, Behavioral Theory, and Social Learning Theory, and d) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation Office. If the selected candidate starts this position at classifications (CL) 29, they may later be promoted to a CL-30 without further competition.

**SELECTIVE FACTORS:** A master's degree in behavioral science and/or management is preferred. Knowledge, experience, and skill in Evidence Based Practices. Ability to communicate effectively both orally and in writing. Ability to organize, oversee and complete multiple projects simultaneously and with limited supervision. Ability to assume and delegate responsibility, inspire confidence, secure cooperation, serve as a member of a team, and treat all persons with dignity, respect, and without bias. The incumbent must exercise sound judgement, maintain confidences, foster high ethical standards, and demonstrate leadership qualities, flexibility, and integrity in meeting the office's vision and mission. Travel within the district will be required.

## **BACKGROUND INVESTIGATIONS, DRUG SCREENING, AND MEDICAL REQUIREMENTS**

As conditions of employment, the 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 fitness-for-duty evaluations. At the Chief Probation Officer's discretion, drug and/or medical testing will be conducted if, through direct observation or objective evidence, the selectee is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent re-investigation report completed on behalf of the officer may be examined.

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 review at <http://www.uscourts.gov/>.

## **ADDITIONAL INFORMATION**

Applicants must be United States citizens or eligible to work in the United States. Submission of false or fraudulent information on or attached to an application may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification. Applications and enclosures will not be returned. The most suitable applicants will be invited to participate in an interview and testing at their own expense. Travel and relocation expenses will not be paid. The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis. Employees of the U.S. Probation Office are Excepted Service and are required to adhere to a Code of Conduct which will be made available for review by applicants upon request. Employment with the U.S. Probation Office is "at will" and is subject to termination by the Court. This position is subject to mandatory electronic deposit of salary payment.

## **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) Submit written responses to the following questions:**
  - **What is the role of a supervisor, and what skills, abilities, and experience in your background would contribute to your success in this position?**
  - **What strategies would you employ to ensure that your officers are adhering to evidence based supervision practices?**
  - **What ideas would you bring to the duties of this position?**

**Please send the application material to:**

**Nicole\_Stadlman@sdd.uscourts.gov**

If you have questions about the application procedures, please call Nicole Stadlman at 605-977-8953.

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