



**UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA
PROBATION AND PRETRIAL SERVICES OFFICE**

VACANCY ANNOUNCEMENT 08-02, 03, & 04

POSITION TITLE: Probation and Pretrial Services Officer (3 Positions)
POSITION TYPE: Regular, Full-time (40 hours per week)
LOCATION: Pierre and Rapid City, South Dakota
SALARY RANGE: CL 27/1 - 27/61 (\$43,574 - \$70,873) with potential for
CL 28/1 - 28/61 (\$52,250 - \$84,913)
STARTING SALARY RANGE: \$43,574 - \$54,039
OPENING DATE: Friday, November 28, 2008
CLOSING DATE: Extended: January 16, 2009 (*postmarked by*)

DUTIES AND RESPONSIBILITIES

Selectee will conduct presentence, bond, and other investigations and, using a computer, will prepare reports for the U.S. District Court, U.S. Magistrate, U.S. Parole Commission, U.S. Attorney, U.S. Sentencing Commission, and as otherwise directed. These reports will include professional evaluations and recommendations relative to the pretrial release, sentencing, and/or supervision of federal defendants/offenders.

Selectee will also supervise federal defendants/offenders who have been placed on pretrial release supervision, pretrial diversion supervision, probation, parole (including military parole) and supervised release. Selectee will perform other such duties as directed by the Court, the U.S. Magistrate, the Parole Commission, the Sentencing Commission, or the Chief Probation/Pretrial Services Officer.

Candidate must be academically capable of and willing to pursue a program of professional development (including completion of a master's degree in the behavioral sciences within the first few years of employment if he or she does not already possess such a degree) and keep current as to the community correction of offenders and applicable correctional law. Selectee will travel extensively to and from, as well as on, Indian reservations within the District of South Dakota. Overnight travel several nights per month will also be required. At the direction of the Chief Probation/Pretrial Services Officer, anytime during his or her career, selectee could be required to work temporarily in another area of the state of South Dakota and/or, for the good of the agency, be required to change permanent duty station within the state. Given the professional nature of the position, selectee will be required to work in excess of 40 hours per week and during evening and weekend hours without additional compensation.

MINIMUM QUALIFICATIONS

Candidate must possess a bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business, or public administration and at least two years of specialized experience. Specialized experience is described as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand

and apply the legal requirements and human relations skills involved in the position. Experience as a police, custodial, or security officer, other than criminal investigation experience, is not creditable.

COURT PREFERRED SKILLS

1. Possess the counseling skills, personal demeanor, and commitment necessary to facilitate positive behavioral change in offenders.
2. Possess good writing and oral communication skills and the ability to work independently and professionally without daily supervision.
3. Possess the ability and desire to enforce the law, protect the community, and provide correctional treatment services to offenders who reside in reservation and nonreservation communities throughout the District of South Dakota.
4. Possess the ability and desire to work effectively with Native American offenders who reside in reservation communities.

Each applicant must submit a typewritten statement explaining how s/he came to possess the qualifications addressed in the Court Preferred Skills section (items 1 through 4) above. Also, sufficient information must be provided to verify that the candidate does in fact possess the requisite qualifications. Additionally, given the extensive use of the computer required by this position, experience with WordPerfect or similar software is required.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE

The duties of probation officers require the investigation and management of alleged criminal defendants and convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination to operate a firearm, and use of self-defense tactics. On a daily basis, these officers 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.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties. 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. 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 37th 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 OFFICERS

First time appointees to the position of U. S. Probation/Pretrial Services Officer 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 Employees Health, Dental, and Vision Benefit program.
- Optional participation in the Federal Employees 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 401K plan with government matching, when eligible).
- Eligible for private long-term disability plan options.
- Eligible to enroll in a private long-term care 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 which is available to applicants to review upon request.
- 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 eligible to work in the United States.
- All applications will be screened and selected candidates will be interviewed by a hiring team consisting of management and possibly selectee's peers.

APPLICATION PROCEDURES

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. In addition to one or two lengthy professional interviews, each applicant will be required to demonstrate analytical and writing skills through comprehensive written examinations.

Persons interested in this position should submit the Application for Judicial Branch Federal Employment (AO-78), recent performance evaluations, college transcript(s), and the statement noted above explaining how the “Court Preferred Skills” were acquired to:

**Human Resources Specialist
Officer Position
U.S. Probation/Pretrial Services Office
300 South Phillips Avenue, Suite 101
Sioux Falls, South Dakota 57104-6323.**

NOTE: Although personal résumés may be submitted as well, applicants will not be considered unless the qualifications statement, Application for Judicial Branch Federal Employment, performance evaluations, and college transcript(s) 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 605-977-8953

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
EQUAL OPPORTUNITY EMPLOYER**