

# Career Opportunity

## US PROBATION & PRETRIAL SERVICES OFFICER ASSISTANT DISTRICT OF SOUTH DAKOTA



**Vacancy No.:** 10-26

**Number of Vacancies:** 1

**Location:** Aberdeen, SD

**Salary:**

CL 23: \$47,075-\$72,359

CL 24: \$48,425-\$76,379

CL 25: \$51,419-\$82,322

**Employment:** Permanent, Full-time

**Closing Date:** Open until filled,  
priority given to applications received  
by August 28, 2026.

\*This position is posted concurrently with  
another role; however, only one  
candidate will be selected for hire.

### BENEFITS

- Paid Annual & Sick Leave
- Paid Paternal Leave
- 11 Paid Holidays
- Employer Subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Pre-tax benefit programs
- Employee Assistance Program (EAP)

[www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)

### ABOUT THE COURT

The U.S. District Court for the District of South Dakota was established in 1889 when the Dakota Territory was divided into North and South Dakota. The Court handles issues pertaining to federal law within the state of South Dakota and has courthouses in Sioux Falls, Rapid City, Pierre, and Aberdeen. Additionally, U.S. Probation has satellite offices in Eagle Butte, Kyle, McLaughlin, Mission, and Winner.

The U.S. District Court consists of federal court chambers, a clerk's office, and a probation and pretrial services office. The district has three Article III district judges, two senior district judges, and three full-time magistrate judges.

### ABOUT THE POSITION

The U.S. District Court for the District of South Dakota is seeking a full-time Probation & Pretrial Services Officer Assistant in Aberdeen, SD. U.S. Probation and Pretrial Services Officers Assistants (POA), under the direction and guidance of a supervisor or a probation officer, provide casework services to federal defendants and those under supervision who have been placed on pretrial release supervision, pretrial diversion supervision, probation, parole (including military parole), and supervised release. The POA assists with supervising lower risk cases, compiling information for investigations, coordinating with collateral agencies, writing reports and correspondence, attending court hearings, and maintaining files and case records. *\*Open to considering candidates who live in Aberdeen/Sisseton/Milbank/ Watertown or surrounding area. However, this position will be supervised out of the Aberdeen office, so occasional travel will be required.*

### POSITION DUTIES AND RESPONSIBILITIES

- Under the guidance of a supervisor, supervises a caseload of low-risk people under supervision requiring contact by telephone, in the office, and in the field.
- Investigate new arrests, employment, sources of income, lifestyle, and associates to assess risk and determine compliance.
- Maintain case files and records as well as detailed chronological records of activity
- Supports and delivers evidence-based correctional interventions to foster the person under supervision toward lawful self-management.
- Facilitates, monitors, and enforces court orders.
- Assists officers in the performance of all investigations (i.e. collaterals, pretrial, presentence, prerelease, and supervision
- Under the guidance of a supervisor, responds to judicial officers' requests for information and testifies in court as needed
- Conducts and collects urinalysis tests on persons under supervision and maintains appropriate records.
- Communicates clearly and effectively, both orally and in writing.
- Document and maintain detailed written records of meetings and case activity.
- Participates in annual safety training and adheres to the district's safety policy.
- Embraces diversity among colleagues and communities served



## How to Apply

### Please submit the following:

- Completed [AO78 Application for Judicial Branch Federal Employment](#)
- A current resume that includes three (3) professional references.
- An unofficial copy of your college transcript(s).
- A cover letter that specifically addresses the qualifications and relevant experience you possess which make you a good candidate for this position; include your knowledge, skills, and ability to facilitate behavior change.
- Mission critical value statement: Select one of the 4 values listed below and describe how that value has shaped who you are today and how you would demonstrate this value as a U.S. Probation Officer Assistant.
- (Optional) A completed [AO78B Voluntary Race/Ethnicity, Gender, & Disability Identification form](#).

All documents must be emailed in pdf format with "Vacancy 10-26" in the subject line to:

[recruitment@sdd.uscourts.gov](mailto:recruitment@sdd.uscourts.gov)



[www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)

- At times, extensive travel to other locations within the district may be required.
- May be requested to perform additional duties and/or projects as assigned.

### PERSONAL CHARACTERISTIC REQUIREMENTS

- Exercise sound judgment, maintain confidentiality, adhere to high ethical standards, and demonstrate integrity in fulfilling the district's vision, mission, values, and strategic plan.
- Prioritize competing demands while maintaining a positive and professional demeanor.
- Exercise impartiality and discretion with defendants, persons under supervision, courts, justice partners, and communities.
- Ability to work a flexible schedule if needed, including nights, weekends, or holidays.
- Promote and maintain a positive work environment which encourages integrity, respect, individual and organizational growth, and a fulfilling work life.

### KNOWLEDGE, SKILLS, AND EDUCATION REQUIREMENTS

#### Minimum Qualifications for a Probation Officer Assistant

**Required Education:** Applicants must be a high school graduate or equivalent.

In addition to the minimum required education, classification levels are determined based upon additional education or general/specialized experience as indicated below:

| Level | Minimum Additional Education and/or Experience                                        |
|-------|---------------------------------------------------------------------------------------|
| CL 23 | Must be a high school graduate or equivalent and two years of general experience.     |
| CL 24 | Must be a high school graduate or equivalent with one year of specialized experience. |
| CL 25 | Must be a high school graduate or equivalent with one year of specialized experience. |

\*General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the positions duties.

\*Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures 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. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, education institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

All POA applicants must have a valid driver's license and access to a personal vehicle for use when a government-issued vehicle is unavailable. Sufficient keyboarding skills (or alternative skills) to produce reports, documents, and other correspondence is necessary as well as the ability to use computers and local computer programs.



## MISSION CRITICAL VALUES

### **Integrity:**

Our commitment to be honest, fair, compassionate to each other and those we serve. Being accountable for our decisions and the impact of our actions.

### **Respect:**

We honor and respect the dignity and worth of every individual, affirm human potential, act with empathy, and embrace diversity.

### **Individual and Organizational Growth:**

We believe change is essential to the dynamic of our work. We create a learning environment where we and those we serve take courageous steps toward individual and systematic progress through competency building, effective communication, and utilizing evidence-based practices.

### **Fulfilling Work Life:**

We believe every employee can achieve personal satisfaction and fulfillment in their work by commitment to the mission, exercising individual responsibility, building competency, and supporting coworkers. We support a work environment where contributions are appreciated, and conditions are safe and fair.

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## **Max Entry Age Limit**

First time appointees to positions covered under federal law enforcement officer retirement provisions must not have reached their 37th birthday by the time of appointment. Applicants 37 years old and older who have previous law enforcement experience covered under the Federal Employees' Retirement System (FERS) who have either a subsequent break in service or intervening service in a non-law enforcement officer position may be able to have previous federal experience deducted from current age to determine eligibility.

## **Conditions of Employment**

- Applicants must be a U.S. citizen or eligible to work in the United States.
- Judiciary employees must adhere to the Code of Conduct for Judicial Employees at all times.
- Employees of the United States District Court are hired under excepted appointments, are not covered by the Civil Service System, and are considered "at will" employees.
- The candidate hired for this position will be subject to a full background record check.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- The U.S. District Court for the District of South Dakota reserves the right to amend or withdraw any vacancy announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time after the original announcement has closed, the Court Unit Executive reserves the right to select a candidate from the original applicant pool for the previous vacancy announcement.

## **Medical Requirements and Background Checks**

Prior to appointment and after an accepted offer, candidates must undergo a medical examination and drug screen. Upon successful completion, the candidate will be appointed under a provisional status, pending the outcome of a favorable background investigation. As a condition of employment, officers will be subject to ongoing random drug screens, updated background investigations every 5-7 years or as deemed necessary and may be subject to subsequent fitness-for-duty evaluations. Officers must possess, with or without corrective lenses, good distance vision in at least one eye with the ability to read normal size print. Normal hearing ability, with or without hearing aid(s), is also required. Any severe health problems, such as physical defects, disease, or deformities that constitute employment hazards to the candidate or others, may disqualify an individual from eligibility.

See [www.uscourts.gov](http://www.uscourts.gov) for additional medical requirement information.

The District of SD is an Equal Opportunity Employer & complies with the Fair Chance to Compete Act.

# JUDICIARY BENEFIT DETAILS

## Employer Contributions

- FERS eligible employees receive judiciary-paid Basic Benefit contributions each pay period
- Optional Thrift Savings Plan (TSP) enrollment for pre- or post-tax (Roth) withholdings
- Optional TSP catch-up contribution for employees age 50+
- Participating TSP employees receive 100% match for first 3% contributed to the plan and \$.50 per dollar on the next 2%
- TSP eligible employees also receive an automatic 1% contribution to their TSP plan each pay period
- Social Security benefits contributed at 6.2% of employee earnings up to annual SS Wage Base
- On average, 72% of an employee's total health insurance premium is paid by the judiciary with enrollment choices of Employee, Employee +1, and Family coverage
  - Over 20 different FEHB plan options available with varying deductible and co-pay limits
- Judiciary pays 1/3 of the cost for employee's Basic Life Insurance
- Free Employee Assistance Program (EAP) available to employees, spouse, and/or dependents 24/7

## Time Off

- Annual leave
  - 0-3 years of service accrue 4 hours/pay period
  - 3-15 years of service accrue 6 hours/pay period
  - 15+ years of service accrue 8 hours/pay period
- Sick leave: accrue 4 hours/pay period with no limit cap
- Bereavement Leave: up to 104 hours of paid bereavement leave per year paid from sick leave bank
- Paid Parental Leave: up to 12 weeks of paid leave for childbirth or adoption (eligibility conditions apply)
- Bereavement Parental Leave: up to 2 weeks paid for loss of child
- Compensation time earned based upon employee classification level
- Administrative Leave: discretionary leave granted for voting, emergency closures, etc.
- Paid Holidays – minimum of 11 paid holidays per year: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day

## Other Judiciary Benefits

- 10 different vision insurance plans
- 16 different dental insurance plans
- Flexible benefit health care reimbursement
- Flexible benefit dependent care reimbursement
- Paid employee parking
- Supplemental life insurance for spouse and children
- Accidental Death & Dismemberment (AD&D) insurance coverage
- Long-term care insurance
- Disability insurance
- Disability retirement (eligibility conditions apply)
- Professional liability insurance reimbursement
- Employee referral bonus
- Flexible scheduling/telework opportunities (eligibility conditions apply)
- National Leave Transfer Program - donated paid time off for employees needing extended leave due to medical complications, childbirth, or other emergencies
- Continuing education and local/national training and informational opportunities:
  - Judiciary Online University virtual learning + monthly benefit webinars

## In Retirement

- Full continuation of health insurance for employee and spouse with continuation of judiciary-paid premiums (eligibility conditions apply)
- If FERS-eligible, receive a monthly paid Basic Benefit annuity with survivor annuity option
- Monthly-paid FERS annuity supplement ("social security bridge") paid by OPM if retiring under age 62
- TSP participant withdrawal options via monthly, annual, or as needed basis with additional options to purchase TSP annuities
- Optional continuation of life insurance coverage (eligibility conditions apply)
- Fully paid out unused annual leave hours
- Unused sick leave hours are converted and added to service credit time increasing monthly FERS payment

**See the Total Compensation Estimator to see how the judiciary contributes to the benefits of every employee.**