

# Career Opportunity

## ASSISTANT DEPUTY CHIEF US PROBATION OFFICER DISTRICT OF SOUTH DAKOTA



### 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, three 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 Assistant Deputy Chief Probation Officer located in Rapid City, Pierre, Aberdeen, or Sioux Falls, South Dakota

The Assistant Deputy Chief assists the Chief and Deputy Chief Probation Officers with the administration, operations, and management of the Court Unit and Supervision Unit in the District of South Dakota. The Assistant Deputy Chief guides and mentors supervisory probation officers, manages the operations within their assigned division, identifies and manages training needs, and assists leadership with the management of district initiatives to achieve organizational goals and objectives.

### POSITION DUTIES AND RESPONSIBILITIES

- Assist the Chief and Deputy Chief in identifying, developing, and managing district policies and procedures.
- Demonstrate a commitment to and expert knowledge of evidence-based practices; support the development of district practices rooted in evidence-based principles to improve justice outcomes.
- Assist the Chief and Deputy Chief with operational decisions including appropriate allocation of resources, workload, and law enforcement budget assistance.
- Identify training needs, create and conduct staff training, and introduce new programs and initiatives to the district to enhance employee skillsets and knowledge.
- Utilize experience and expertise to provide recommendations to the Chief, Deputy Chief, the Court, supervisory probation officers, line officers, and other judicial agencies regarding actions for defendants/persons under supervision.
- Manage, develop, and mentor supervisory probation officers on district standards by evaluating performance, recommending promotions, terminations, or other personnel actions, monitoring travel, time off requests, and work schedules, and providing feedback on recruitment and hiring within assigned divisional office.

**Vacancy No.:** 05-25

**Number of Vacancies:** 1

**Location:** Rapid City, Pierre, Aberdeen, or Sioux Falls

**Salary:** CL 31 (\$117,178 - \$190,434) commensurate with experience

**Employment:** Regular, full-time

**Closing Date:** Open until filled, priority given to applications received by May 2, 2025.

### 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)
- Telework opportunities

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



## How to Apply

All documents must be emailed in pdf format with "Vacancy 05-25" in the subject line to:

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

Please submit the following:

- Completed [AO78 Application for Judicial Branch Federal Employment](#)
- A current resume that includes three (3) professional references
- A written statement, no more than 4 pages, which outlines your personal management philosophy and addresses the knowledge, skills, and experience necessary to successfully perform the duties of the Assistant Deputy Chief in relation to the following areas:

Expertise in the areas of investigative work, report writing, and supervision of defendants and persons under supervision

Budget and financial management

Human resource management

Policy research and development

IT systems and programs specific to U.S. Probation

Research and data analysis

- (Optional) A completed [AO78B Voluntary Race/Ethnicity, Gender, & Disability Identification form](#)

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- Promote a work environment that encourages staff loyalty, enthusiasm, positive morale, and career fulfillment.
- Manage administrative aspects of office operations; determine employee needs, office needs, facility requirements, fiscal needs, etc. of assigned division.
- Complete periodic status reports within the required time frames; review and approve financial reports including agency expenditures.
- Review written work of officers such as case plans and reports submitted to the court. Ensure local and national statutes, regulations, and guidelines pertaining to investigations are properly applied and adhered to.
- Communicate effectively and clearly, both orally and written, with persons such as judges, judicial officers, attorneys, and other law enforcement personnel.
- Extensive travel to other locations within the district may be required at times with little to no advance notice.
- Other duties as assigned.

## PERSONAL CHARACTERISTIC REQUIREMENTS

- Embrace diversity among colleagues and communities served.
- Exercise sound judgement, 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.

## MAXIMUM AGE REQUIREMENT

- First time appointees to positions covered under federal law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 years old and older who have previous law enforcement experience covered under Federal Employees' Retirement System (FERS) 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 deducted from their age to determine whether they meet the maximum age requirement.



## 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.

## KNOWLEDGE, SKILLS, AND EDUCATION REQUIREMENTS

At least three years of progressively responsible administrative, professional, supervisory, or managerial experience\* in a court unit or post-conviction unit. Specialized experience must be clearly documents on Form AO 78 and include descriptions of:

- Evidence-based decision making
- Strategic planning
- Implementing evidence-based practices
- Employee development
- Organizational development
- Problem solving and conflict resolution

\*Qualified experience must include at least one year at or equivalent to a CL 30.

Applicants must have a valid driver's license and access to a personal vehicle for work use if a government-issued vehicle is unavailable. The ability to demonstrate proficiency in producing reports, documents, and other forms of correspondence using electronic word processing equipment and office system technology is required.

## PHYSICAL REQUIREMENTS

- If not already employed with Federal Probation and Pretrial services, the selectee will be required to undergo a workplace drug test and medical examination and be deemed "medically qualified" by Federal Occupational Health. Selectees are also required to complete a full background investigation requested by the Office of Personnel Management which includes a subsequent background check every 5-7 years thereafter.
- 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 conditions such as physical defects, disease, or deformities that constitute employment hazards to the applicant or others, may disqualify the applicant from eligibility.

The medical requirements and 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/>.





### 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 the 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 of the previous vacancy announcement.



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**THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY  
EMPLOYER AND 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 \$1.00 match for the next 4-5% up to a maximum 4% employer match
- 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
- Hotel discounts via FedRooms.gov
- 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.**