Career Opportunity

US Probation & Pretrial Services Officer
District of South Dakota

Vacancy No: 11-26

Number of Vacancies: 1

Location: Pierre, SD

Salary:

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

CL 27: $59,732-$97,098

CL 28: $71,583-$116,394

Employment: Permanent, Full-time

Closing Date: Open until filled, priority given to applications received by September 4, 2026.

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

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 in Pierre, SD. U.S. Probation and Pretrial Services Officers play an integral role in the administration of justice, community safety, conduct objective investigations, supervise defendants and persons under supervision, interact with collateral agencies, prepare reports, maintain a detailed written record of case activity, and present recommendations to the Court. Officers investigate and prepare bail and presentence reports for the Court and/or supervise defendants and persons under supervision to reduce risk to the community and foster lawful self-management.

**Open to considering candidates who live in the areas of Rosebud, Eagle Butte, Standing Rock, Crow Creek, Lower Brule or other surrounding areas. However, this position will be supervised out of the Pierre office, so occasional travel will be required.*

POSITION DUTIES AND RESPONSIBILITIES

- Establishes a working alliance with persons under supervision by developing a genuine helping relationship and providing unconditional positive regard, empathy, and a shared agreement on goals.
- Conducts investigations and prepares reports for the Court to assist with detention and sentencing decisions.
- Provides accurate, thorough, and objective information along with best judgment to the Court for the issuance of individualized, fair, and equitable court orders.
- Implements and uses behavioral-based change work methods to achieve the goals of the case plan.
- Interacts with defendants and people under supervision using values such as affirmation, non-judgment, openness, care, and respect.
- Assesses and identifies general risk, risk to do harm, needs, strengths, level of motivation, and imminence for defendants and people under supervision.
- Collaborates with community resources utilizing referrals when necessary.
- Monitors a person's compliance with the conditions of release and/or supervision and reports to the Court any allegations of non-compliance.
- Develops collaborative strategies and/or interventions to promote lawful self-management.
- 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.
- (Optional) A completed AO78B Voluntary Race/Ethnicity, Gender, & Disability Identification form.

All documents must be emailed in pdf format with "Vacancy 11-26" in the subject line to:

recruitment@sdd.uscourts.gov

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

Required Education: Applicants must possess a completed bachelor's degree from an accredited college or university. The degree must be from a field of academic study related to human relations and where knowledge was gained in understanding the legal requirements necessary to succeed as a probation officer.

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

Level	Minimum Additional Education and/or Experience
CL 25	Completion of a bachelor's degree from an accredited college or university and one of the following academic achievement requirements: - An overall "B" grade point average equaling 2.90 or better of a possible 4.0; - Standing in the upper third of the class; - "3.5" average or better in the major field of study, such as business or public administration, human resource management, industrial relations, or psychology; or - Election to membership in one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies or Completion of one academic year (30 semester credits of 45 quarter hours) of graduate work in a field of study closely related to the position.
CL 27	Two years of specialized experience* or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.
CL 28	Two years of specialized experience.

*Specialized experience is defined as progressively responsible experience in fields such as probation, pretrial services, mental health, substance abuse, social work, criminal law, parole, corrections, criminal investigations, public administration, or human relations. **Experience as a police officer, custodial officer, or security officer, other than criminal investigative experience, does not qualify.**

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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All Probation Officer 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.

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.

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.

LEO Training Requirement
A 6-week training program at the Probation and Pretrial Training Academy in Charleston, South Carolina is required within the first year of employment for all law enforcement officer positions.

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** 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.