

# United States Probation and Pretrial Services Office District of North Dakota



## Position Vacancy Announcement #2021-01 Chief U.S. Probation Officer

Classification Range: JSP 16 to JSP 17

Annual Salary Range: \$150,212 to \$172,515

Position Location: U.S. Probation & Pretrial Services Office (Bismarck or Fargo, ND)

Closing Date: May 31, 2021

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### **Introduction**

The United States Probation and Pretrial Services Office for the District of North Dakota is accepting applications for the position of Chief U.S. Probation Officer. The Chief U.S. Probation Officer is directly responsible for the administration and management of the federal Probation and Pretrial Services operation in the District of North Dakota, including seven field office locations and a staff of 42 employees. This is an executive, high-level management position that is under the administrative direction of the Chief Judge of the U.S. District Court, District of North Dakota.

### **Representative Duties**

- ❖ Organizes the probation/pretrial services office to ensure expeditious handling of investigative work for the courts and effective supervision of persons on probation or pretrial release.
- ❖ Reviews, analyzes, and interprets statutory, Judicial Conference, and Administrative Office requirements for the administration of probation/pretrial services; promulgates policies, procedures, and guidelines necessary to meet the requirements.
- ❖ Maintains ongoing communication with the Chief Judge and other judicial officers; offers specific recommendations regarding court-related criminal justice issues with an emphasis on matters relating to pretrial services, presentence investigations, and post-conviction supervision practices; ensures that bond, presentence, and other reports provided to the court and judges are thorough, accurate, and timely.

- ❖ Selects and recommends to the Chief Judge all candidates for appointment as probation officers; appoints all non-officer personnel; responsible for all personnel matters including promotions, salary increases, disciplinary actions, and dismissals; ensures that all personnel are carefully selected and adequately trained.
- ❖ Manages the office staff including all clerical, professional, supervisory, and administrative personnel; ensures that the work of all office staff is systematically evaluated; provides qualitative and quantitative measures of work performance.
- ❖ Promotes and maintains a safe and harassment-free work environment that encourages staff commitment, enthusiasm, and positive morale; establishes and administers continuing in-service training programs designed to ensure high-quality service delivery through consistent staff development.
- ❖ Prepares, or directly supervises preparation of, annual operating budgets, including estimates of personnel, space allocations, and operating expenses; approves requisitions; certifies vouchers for payment; maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- ❖ Establishes and maintains a system of internal controls to ensure that financial resources, information, and government property are monitored and not misused.
- ❖ Oversees the solicitation and implementation of contractual services for offenders and defendants, including drug/alcohol testing, location monitoring, substance abuse treatment, sex offender treatment, mental health treatment, and non-treatment pretrial placement.
- ❖ Coordinates with local agencies that may serve as third-party custodians of persons on pretrial release; advises the court of the eligibility, availability, and capacity of such services.
- ❖ Oversees the district firearm, search, and staff safety programs with particular attention to preventing and managing hazardous office and field incidents.
- ❖ Maintains an effective system of communication, providing pertinent information at all levels; delegates decision-making responsibility at appropriate levels; ensures accountability with minimal interference to service delivery.
- ❖ Establishes and maintains collaborative working relationships with the Clerk of the District Court (for shared services and other cooperative projects), other probation and pretrial services offices (to meet requests for assistance and to address national initiatives), and other components of the criminal justice system (including federal, state, and local law enforcement, correctional agencies, and social service agencies).

- ❖ Develops and maintains a public relations program that explains probation and pretrial services to the community; monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- ❖ Establishes and maintains contact with public and private agencies that provide employment, medical, legal, or social services to persons on probation.
- ❖ Develops, implements, and maintains a system to monitor and evaluate bond, bail, and release activities.
- ❖ Occasionally, may perform the duties of probation/pretrial officers or of supervising probation/pretrial officers; extensive travel both in and out of the District is required.
- ❖ Performs other duties as assigned by the court.

### **Qualifications**

To qualify for the position of Chief U.S. Probation Officer at classification level JSP 16, a person must have a bachelor's degree from an accredited college or university and possess at least five years of specialized experience. Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs. Specialized experience must have been earned after the bachelor's degree was granted.

To qualify for the position of Chief U.S. Probation Officer at classification level JSP 17, three years of substantial management experience is required, in addition to the five years of specialized experience. Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization.

### **Court-Preferred Skills**

Preference will be given to applicants who possess the following:

- ❖ A graduate degree in a closely related field.
- ❖ Previous management/leadership experience, education, or training relevant to U.S. Probation and Pretrial Services Office operations.
- ❖ Knowledge of the U.S. Sentencing Guidelines, applicable statutes and case law, Federal Rules of Criminal Procedure, and federal judiciary strategic direction, policies, and procedures.

- ❖ Demonstrated commitment to and expertise in re-entry initiatives and evidence-based supervision and treatment.
- ❖ Substantial/high-level management experience in leading teams, managing budgets and financial plans, leading multifaceted projects, strategic planning, and implementing organizational change.
- ❖ Excellent analytical and writing skills and the ability to prepare an accurate summary of technical information in an organized, objective, clear, and concise manner.

### **Desirable Personal Characteristics**

Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must consistently maintain a professional appearance and demeanor. The ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Candidates must be flexible and conscientious about detail and accuracy, and they must be able to balance the demands of varying workload responsibilities and deadlines.

### **Applicant Information**

The position is an executive, high-sensitive position within the Judiciary. A successful applicant who is not already employed by the Judiciary will be required to complete a pre-employment credit check, fingerprinting, and drug test. In addition, a ten-year full field OPM background investigation will be required, and employment will be considered provisional until the background investigation is successfully completed. As a condition of ongoing employment, the successful applicant will be subject to random drug testing and updated background investigations every five years.

There is no maximum entry age for this position, and federal hazardous duty experience is not required. However, to be included under federal law enforcement officer retirement provisions, an individual must have been appointed to a federal law enforcement (LEO) position prior to their 37<sup>th</sup> birthday. A successful applicant who holds a current federal law enforcement position should note that all LEO provisions, including medical requirements and mandatory retirement age remain in effect.

The successful applicant must be a U.S. citizen or permanent resident seeking U.S. citizenship. Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause by the court. In addition, Judiciary employees are required to adhere to a Code of Ethics and Conduct.

## **Fringe Benefits**

Employees of the U.S. Probation and Pretrial Services Office are eligible for a full range of benefits, including participation in the Federal Employee Retirement System and the Thrift Savings Plan. In addition, insurance options for health, life, dental, vision, and long-term care are available. Employees receive 10 paid federal holidays per year plus separate accruals for sick and annual leave.

## **Application Process**

To be considered for this position, qualified applicants must submit a complete application packet, including the following:

- ❖ A letter of application that addresses your qualifications, leadership skills, and specific experiences as they relate to staffing, budget, project management, human resources, and information technology.
- ❖ Chronological resume.
- ❖ Official college transcripts.
- ❖ AO78, *Application for Judicial Employment*, found at the following link:  
<https://www.ndp.uscourts.gov/human-resources>
- ❖ All application documents should be combined into a single PDF document and emailed to:  
[hr@ndp.uscourts.gov](mailto:hr@ndp.uscourts.gov)
- ❖ The application deadline is May 31, 2021.
  - \* Current District of ND employees do not need to submit the AO78 application form or provide college transcripts.

All application materials received will be reviewed to identify the best qualified candidates. The U.S. Probation and Pretrial Services Office for the District of North Dakota reserves the right to modify the conditions of this job announcement or to withdraw the announcement or to fill the position prior to the closing date, any of which may occur without prior written notice.

*The United States Probation and Pretrial Services Office  
is an equal opportunity employer*