

U.S. PROBATION & PRETRIAL SERVICES
District of North Dakota



VACANCY ANNOUNCEMENT

POSITION TITLE: Deputy Chief U.S. Probation Officer, Type II

ANNOUNCEMENT #: 2025-02

LOCATION: Fargo, North Dakota

SALARY RANGE: JSP 14 – JSP 16 (\$124,531 - \$207,500)
Starting salary is dependent upon education, experience, qualifications, and salary history. Performance-based promotion to JSP 16 is possible without further competition.

OPENING DATE: July 25, 2025

CLOSING DATE: August 25, 2025

POSITION OVERVIEW

The U.S. Probation and Pretrial Services Office for the District of North Dakota is accepting applications for the position of Deputy Chief U.S. Probation Officer, Type II. The Deputy Chief Probation Officer is a member of the executive management team reporting directly to the Chief Probation Officer. The incumbent assists the Chief Probation Officer in the administration and management of federal probation and pretrial services within the District of North Dakota. The District of North Dakota is a combined district which encompasses the entire state. The headquarters office is located in Bismarck with field offices in Fargo, Minot, Devils Lake, Grand Forks, Belcourt, and Parshall. The office employs a staff of 48.

REPRESENTATIVE DUTIES

- ❖ Assist the Chief Probation Officer in the development and implementation of strategic goals and initiatives, including the formulation, implementation, and monitoring of evidence-based policies and procedures.
- ❖ Participate in the organization and management of the office to ensure expeditious handling of investigative work for the courts and the effective supervision of defendants and offenders.
- ❖ Monitor statutes, monographs, guidelines, case law, and rules to ensure proper application to pretrial/presentence investigations and the supervision of defendants/offenders. Provide technical assistance to the Chief Probation Officer, Supervising U.S. Probation Officers, line officers, the court, and other judicial personnel regarding programs and services.
- ❖ Assist in establishing results oriented, evidence-based standards for office work products and service outputs. Monitor statistical & DSS reports for the effectiveness of current operations. Perform periodic reviews of the supervision and investigation units. Adjust operational policies and procedures as needed to meet quality standards.
- ❖ Assist the Chief Probation Officer in determining organizational needs and resource allocations, including budget, staffing, space/facilities, and supplies/equipment.
- ❖ Foster teamwork and collaboration among supervisors and staff to achieve common goals. Assist in promoting and maintaining an office culture and conditions that inspire loyalty, teamwork, enthusiasm, and positive morale.
- ❖ Exercise direct supervision over and conduct performance evaluations on supervisory personnel.
- ❖ Participate in the decision making process involving all personnel actions. Assist in the selection of officers and administrative personnel for appointment.
- ❖ Participate in the systematic analysis of performance for all subordinates.

- ❖ Conduct staff meetings and communicate operational status and relevant information to supervisors and staff. Regularly travel to divisional offices to assess and evaluate coordination, standards, and performance.
- ❖ Recommend and develop training programs for staff. Encourage, mentor, and support continuous professional development.
- ❖ Monitor community issues and events with special focus on alleviating hazardous office and field incidents. Assist in managing the development and implementation of the safety program for officers and non-officers.
- ❖ Assist in establishing and maintaining cooperative relationships with all components of the criminal justice system to include the local court, other judicial districts, federal, state, and local law enforcement, correctional and social service agencies, and the private sector.
- ❖ Confer with judges, attorneys, and other interested parties to interpret or develop office policies and procedures.
- ❖ As directed by the Chief Probation Officer, participate in public relations events that explain probation and pretrial services to community groups and other interested agencies.
- ❖ Assist in performing annual internal audits as part of internal control requirements.
- ❖ Perform related duties as required by the Chief Probation Officer and the court.

QUALIFICATIONS

To qualify for a position of Deputy Chief U.S. Probation Officer Type II at JSP 14, 15, or 16, a person must have a bachelor's degree from an accredited college or university and possess the following years of specialized experience with one or more years in a supervisory or specialist role in the U.S. Probation system.

JSP Grade Level	Court Personnel System (CPS) Equivalent	Years of Specialized Experience Required
JSP 14	CL 30	6
JSP 15	CL 31	7
JSP 16	CL 32	7

SPECIALIZED EXPERIENCE

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in evidence-based community corrections or pretrial programs is required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience,

does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

EDUCATION SUBSTITUTIONS

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

COURT PREFERRED SKILLS AND CHARACTERISTICS

- ❖ Previous management and leadership experience, education, or training relevant to the operations of U.S. Probation.
- ❖ Direct management experience in developing, implementing, administering, and evaluating comprehensive, results-oriented evidence-based programs, practices, and policies.
- ❖ Experience in budgeting and financial management, staffing and human resources functions, long and short-range strategic planning, and oversight of information technology.
- ❖ Excellent problem-solving and interpersonal skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- ❖ Possess time management skills, be detail-oriented, and have the ability to manage multiple tasks simultaneously.
- ❖ Competency in utilizing quality control application programs such as the Decision Support System (DSS).
- ❖ Possess exceptional leadership skills, be a motivator, and lead by example. Consistently display tact, good judgement, and poise.
- ❖ Ability to establish effective working relationships with peers, subordinates, and superiors. Serve as a mentor and coach to employees.
- ❖ Display an ability to lead and adapt to major change initiatives.

APPLICATION PROCESS

To be considered for the position, applicants must submit the following information:

- ❖ A letter of interest outlining the applicant's qualifications, leadership style, and management philosophy.
- ❖ A current resume.
- ❖ A completed Application for Employment (form AO 78).
- ❖ A list of three professional references.

<p>Please email all application materials to: mark_osman@ndp.uscourts.gov (Please combine materials into a single PDF document)</p>
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