



U. S. Probation & Pretrial Services
District of North Dakota
220 E. Rosser Ave. Room 154
Bismarck, ND 58501

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match



The U. S. Probation & Pretrial Services in the District of North Dakota is an Equal Opportunity Employer.

United States Probation & Pretrial Services District of North Dakota

Supervisory United States Probation & Pretrial Services Officer

LOCATION: Bismarck, ND

REPORTS TO: Deputy Chief
United States Probation Officer

STATUS: Full-time permanent

CLASSIFICATION: CL29/30
*salary is dependent upon experience and qualifications

POSTED: February 22, 2024

SALARY RANGE: \$82,718 - \$158,871

CLOSING DATE: Open Until Filled. *First consideration will be given to applicant packets received by close of business March 25, 2024.*

POSITION OVERVIEW

A supervising officer is a first line supervisor responsible for the quantity and quality of probation and pretrial services provided by office staff in the full range of operations (pretrial services, presentence investigations and post-conviction supervision), requirements, and services to the court and public. Initial assignment and duty station for this position will be to a post-conviction unit in Bismarck.

The supervising officer position will be established with an initial temporary term of two years. Following the initial two-year period, the position is then renewable for a subsequent temporary term or for conversion to a permanent appointment based on performance, outcomes, and job satisfaction. Management and the employee both have the discretion to end the term.

The position is a mission critical, management level function requiring successful experience in general management, employee supervision, strategic planning, project management and training. The incumbent is responsible for work assignments and quality of investigative and supervision case work, along with oversight of their respective unit. The incumbent is also responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined either in Court Services or Community Supervision units. The Supervisory U.S. Probation Officer will assist the Probation and Pretrial Services Office in the continued practice of building programs that promote evidence-based practices, professional growth, accountability, and wellness. The Supervisory U.S. Probation Officer reports to the Deputy Chief U.S. Probation & Pretrial Services Officer. The incumbent is considered hazardous duty, which may require irregular work hours, to include nights, weekends, and holidays. The incumbent may also be expected to frequently travel to divisional offices.

Supervisory U.S. Probation & Pretrial Services Officer

How to Apply: Applicants must submit **ONE PDF** document containing the following to **Mark Osman, Director of Administrative Services** at: mark_osman@ndp.uscourts.gov

- Cover Letter addressing knowledge skills and experience.
- A written statement (two pages maximum) addressing why the supervisory role interests you and articulating your vision in managing a unit in an evidenced based environment.
- Resume
- Three professional references with contact information
- Copy of recent performance evaluation

External Candidates include the following as well as the above:

- Copy of college transcripts
- A fillable Application for Federal Judicial Employment found at: www.ndp.uscourts.gov

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

JOB REQUIREMENTS

The following areas of knowledge are essential to this position: broad knowledge of the criminal justice system; knowledge of federal pretrial services, probation and parole legal requirements, policies and procedures; knowledge of sentencing guidelines, Bail Reform Act, and applicable case law; thorough knowledge of investigative and supervision techniques; and knowledge of the roles, responsibilities and relationships among the Federal Courts, the Parole Commission, and the Bureau of Prisons.

POSITION DUTIES AND RESPONSIBILITIES

- Maintains knowledge of federal statutes, sentencing guidelines, and relevant case law.
- Assigns and schedules investigations, supervision, and other case work to officers and staff under his/her supervision. Ensures appropriate coverage of office operations and court appearances. The incumbent also supervises assigned technical and administrative staff.
- Reviews, assigns, and evaluates all work in the unit, including presentence investigation, pretrial services investigations, and supervision reports, case records, and correspondence to ensure service delivery to the courts and related agencies, and adherence to office policies and procedures. Ensures recommendations made by officers to the court adhere to local and national policy and guidelines. Conducts audits and reviews of case work.
- Confers regularly with staff; provides direction and assistance to officers in case situations and on improving investigative, supervision, writing and oral skills, and with general operational procedures. Assists in the application of the principles of supervision, and application of federal sentencing guidelines and sentencing law. Conducts audits and reviews of case work. Periodically travels with officers to observe and provide feedback and coaching relative to interview techniques and interactions with clients.
- Determines the adjustment of individuals under supervision in consultation with the assigned probation officer. Assists in decision making for recommendations for early termination, extension of supervision, and revocation of supervision. Approves all recommendations to the Court or U.S. Parole Commission for the issuance of warrants or summons for revocation.
- Assumes responsibility for the handling of emergency situations arising with casework in the absence of U.S. Probation Officers.
- Serves as a major communication catalyst between line staff and the administration, assuring implementation of administrative directives while concurrently providing information to the Chief U.S. Probation Officer for future administrative action.
- Participates with the Chief U.S. Probation Officer and other administrative staff toward the development of programs and policies to increase the effectiveness of the office.
- Supports and maintains an operating environment focused on reducing recidivism. Incorporate evidence based practices into a comprehensive organizational effort to improve client management and re-entry policies and concepts.
- Monitors programs which implement change management and quality control techniques. Organizes work processes to optimize the use of time and resources, ensuring results meet expectations. Uses statistical reports to monitor the overall management of cases, U.S. Probation Officer, and staff accountability, and takes appropriate action.

Supervisory U.S. Probation & Pretrial Services Officer

Conditions of Employment:

Applicants must be U. S. citizens or eligible to work without restriction in the United States.

- Completion of FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.
- Employment is considered provisional until the background check is successfully completed.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will" employees.
- Employees are required to use direct deposit for payroll.
- The organization reserves the right to assign/reassign and employee to any location within the District based on the needs of the organization.

POSITION DUTIES AND RESPONSIBILITIES (continued)

- Monitors and manages time and attendance and evaluates/approves leave requests. Certifies time and attendance of staff.
- Facilitates and supervises specialized programming as needed.
- Encourages opportunities to use innovative techniques for cost effective and time saving productivity.
- Works closely with Deputy Chief and Chief insuring compliance with district's policies and procedures.
- Conducts unit staff meetings to identify performance and operational goals. Challenges and encourages feedback to develop appropriate solutions to ensure effectiveness, equity, quality, and productivity. Participates in selection of candidates for vacant positions.
- Encourages continuing staff development by identifying training needs, assessing performance standards, increasing levels of responsibility in assignments. Provides training and orientation to staff. Serves as a resource for officers and other staff to assist with performing work successfully and efficiently.
- Evaluates the performance of officers and specialists, insuring accountability, and acceptable work performance. Clearly articulates expectations and promptly initiates corrective action to unsatisfactory performance issues. Develops and implements training programs for officers and staff. Make recommendations regarding new hires and personnel actions.
- Supervises field travel of staff, to include review and approval of travel vouchers, and compares as appropriate such travel vouchers to case files and investigative work for accuracy.
- Complies with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrates sound ethics and judgment at all times. Handles confidential information in a careful and deliberate manner. Answers procedural questions for judges, staff, and the public.
- Performs other duties as required by the Chief U.S. Probation & Pretrial Services Officer.

QUALIFICATIONS (Must be met at the time of application)

REQUIRED EXPERIENCE:

To qualify at the CL 29/CL30 level, candidate must meet all requirements of a federal law enforcement officer and have at least three years of specialized experience, including **at least one year as a CL28 Pretrial Services/Probation officer in the U.S. Courts.**

SPECIALIZED EXPERIENCE:

Specialized experience is progressively responsible experience gained after completion of a qualified bachelor's degree from an accredited college or university in such fields as probation, pretrial services, parole, criminal investigations, or work in substance/addiction treatment. A master's degree in a related field of study is preferred. **(Experience as a police, custodial, or security officer does not qualify as specialized experience.)**

Supervisory U.S. Probation & Pretrial Services Officer

The U.S. Probation and Pretrial Services Office reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience. Future promotional potential is possible within this salary range without further recruitment.

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PREFERRED QUALIFICATIONS:

- The successful applicant must have excellent writing skills and above average computer knowledge.
- Be knowledgeable about national initiatives impacting all disciplines within Probation and Pretrial Services.
- Have a thorough understanding and utilization of Decision Support System (DSS) reports in determining trends and problem solving
- Knowledge of evidence-based practices (Reentry Court, STARR, Life Skills, Cognitive Restructing, and/or knowledge of the National AIRN Implementation Initiative) as demonstrated in their application.
- Demonstrated leadership by showing initiative to engaging in project management and establishing programs which help to achieve the organization's mission and vision.
- Completion or currently enrolled in the Federal Judicial Center's Foundations of Management Program / Leadership Development Program.
- Agrees to participate in relevant professional development programs to initially include the FJC's New Supervisor's Development Program.
- Incumbents will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. At the Chief's discretion, the most recent investigation report completed on behalf of the applicant may be requested.

