



**NOTICE OF POSITION VACANCY
SUPERVISORY UNITED STATES PROBATION OFFICER**

Job Announcement 2014-03

ISSUE DATE: April 11, 2014 **CLOSING DATE:** May 2, 2014

LOCATION: Cheyenne, Wyoming

POSITION: Supervisory United States Probation Officer

SALARY POTENTIAL: \$66,093 - \$129,960 (CL 29/01 – 30/61) – Starting salary is dependent on qualifications and will adhere to the District of Wyoming 6% promotion policy

Introduction

The Supervisory Probation/Pretrial Services Officer performs supervisory work related to the full range of probation or pretrial services officer law enforcement duties. The Supervisory Probation Officer primarily directs law enforcement officers assigned to the monitoring, investigation, and supervision of offenders/defendants. The incumbent may also supervise certain technical and administrative staff.

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work in the United States. Use of Electronic Fund Transfer (EFT) for payroll direct deposit is required. Prior to appointment, the selectee considered for this position may be required to undergo drug screening. In addition, as a condition of employment, incumbent 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. The medical requirements for primary and secondary law enforcement officer positions are available at: <http://www.uscourts.gov/FederalCourts/ProbationPretrialServices/Officers/OfficerMedicalRequirements.aspx> Submission of false or fraudulent information on or attached to an application may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification. Travel within the district will be required.

Duties and Responsibilities:

1. Plans work to be accomplished by officers and operational court support staff through the setting of priorities and time schedules; adjusts plans as necessary to accommodate changing circumstances and monitors work progress.

2. Assigns work to officers and operational court support staff; interprets and enforces national and local policies and standards; reviews work product including presentence reports prepared by officers and operational court support staff before submission to the Court; reviews and approves initial case plans and case reviews on an ongoing basis.
3. Ensures that officers enforce court orders, complete timely risk and need assessments, and develop and implement effective treatment plans. Engages in collaborative process of case planning and evaluation with officers to ensure needs of individual offenders/defendants are met. Recommends or denies searches of offenders/defendants as appropriate, and assures proper reporting procedures are followed.
4. Helps officers resolve problems with difficult, non-responsive or non-compliant offenders/defendants; responds to external complaints relating to case handling; provides ongoing staff development for officers on caseload management to include supervision techniques and organizational skills; and provides ongoing staff development for operational court support staff to include various administrative and organizational skills.
5. Establishes performance objectives and standards and prepares performance appraisals; monitors and approves use of leave; counsels and recommends discipline for officers and operational court support staff as appropriate.
6. Serves as team leader on selected district teams; actively fosters a participative/team-oriented approach to decision-making; attends team meetings, does follow-up work on team assignments and ensures others do the same. Participates in selection of candidates for vacant positions.
7. Serves as liaison between senior management and line staff to ensure the district vision, mission and values are communicated and reflected in service to the Court and community.
8. Provides management and leadership to officers and operational court support staff. Establishes and maintains working relationship with staff, giving advice or assisting with work in progress. Communicates and responds to management requests regarding case operations. Answers procedural questions for judges, staff, and the public. Provides customer service and resolves difficulties while complying with regulations, rules, and procedures. Abides by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrates sound ethics and good judgment at all times. Handles confidential and sensitive information appropriately.
9. Hears and resolves staff concerns; interfaces with human resources when personnel issues arise; recommends disciplinary actions when required.
10. This position may retain line officer responsibilities along with the supervisory duties.
11. Performs related duties as required/assigned by the Chief and Deputy Chief U.S. Probation Officer.

Required Competencies (Knowledge, Skills and Abilities):

Demonstrate knowledge of the roles and functions of the federal probation and/or pretrial services office, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Display knowledge of the roles, responsibilities, and relationships among the state and federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorneys Office,

Federal Public Defender's Office, and other organizations. Exhibit an understanding of how other judicial processes and procedures relate to officers' roles and responsibilities.

Display knowledge of federal law and the criminal justice system particularly as it relates to federal probation, pretrial services, and parole policies and procedures. Demonstrate knowledge of surrounding communities and available community resources. Display skill in investigative techniques and in investigating offenders'/defendants' backgrounds, activities, and finances, and determining the legitimacy of their income. Exhibit an understanding of the Bail Reform Act, sentencing guidelines, statutes, Federal Rules of Criminal Procedure, applicable case law and changes in the law.

Demonstrate skill in analyzing and summarizing legal concepts and issues, legal reasoning, and critical thinking. Display skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Applicant should exhibit skill in counseling offenders/defendants to maintain compliance to conditions of their release. Display skill in evaluating and applying sentencing guidelines. Demonstrate the ability to follow safety procedures. Demonstrate the ability to discern deception and act accordingly.

Apply knowledge of supervisory and employee management principles. Ability to assume and delegate responsibility, inspire confidence, secure cooperation, and serve as a member of a team. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem solving skills when managing conflicts in the workplace.

Display the ability to effectively represent the probation/pretrial services unit among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.

Demonstrate skill in the use of automated equipment, including word processing, spreadsheet, database applications, and applicable automated systems, websites, and other computer-based systems used by the court. Possess above average knowledge of PACTS and DSS reports and data to analyze and guide the work of officers. Applicant must show an ability to use data to assess trends and ensure evidence-based practices. Display the ability to manage new local and national applications. Use computer software, internet, and automated systems to perform record checks, track detection test results, conduct research, compile criminal history information, and complete similar activities.

Exercise sound judgment, maintain confidences, foster high ethical standards, and demonstrate leadership qualities, flexibility, and integrity in meeting the office's vision, mission, and goals. Demonstrate an understanding of the Charter for Excellence and exemplify such in day to day behavior.

Qualification Requirements:

To qualify for placement at CL 29, three years of specialized experience are required, including at least one year as a CL 28 probation/pretrial services officer in the U.S. Courts. If the selected candidate starts this position at CL 29, they may later be promoted to CL 30 without further competition. For placement at a CL 30, an applicant must have at least one year specialized experience equivalent to a CL 29 or higher. Specialized experience includes progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse/addiction treatment. This experience must include progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain a) skill in developing the interpersonal work relationships needed to lead a team of employees, b) the ability to exercise mature judgment, and c) knowledge of the basic

concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U. S. Probation Office.

Application Procedures:

Interested and qualified applicants should so indicate in writing to Tambra J. Loyd, Chief U.S. Probation Officer, P. O. Box 847, Cheyenne, Wyoming 82003 or tambra_loyd@wyp.uscourts.gov. Please include an AO 78 (<http://jnet.ao.dcn/resources/forms/application-judicial-branch-federal-employment>) a cover letter and copies of your last two performance evaluations. Additionally, please provide a response to the following items in pdf format, or hard copy. (As we are a paperless office – electronic submission is preferred).

The Federal Judicial Center’s Professional Education Institute has identified Leadership Practices needed to assist Court employees in meeting current and future challenges. Review the practices identified below, choose **two** practices which you feel are most important in the role of a supervisor and submit a statement addressing your skills and abilities in these areas.

1. Communicates Effectively
2. Develops People
3. Values Diversity
4. Manages Conflict
5. Leads with Maturity and Passion
6. Focuses on Outcomes

In addition, please briefly outline your knowledge and use of STARR including any barriers you believe need to be addressed in the further implementation of this skill. As a supervisor, how would you address these barriers?

To be considered for this opportunity, you must submit ALL required documents.

The most suitable applicants will be invited to participate in an interview. The interview will include a presentation of some type. Details regarding the presentation will be provided to the applicants selected for an interview.

Judiciary employees must adhere to a code of conduct. U.S. Probation Officers are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes medical care and dependent care reimbursement.

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) for payment of net pay.

Phone: (307) 433-2311

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER