



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON
UNITED STATES PROBATION/PRETRIAL SERVICES OFFICE**

VACANCY ANNOUNCEMENT

Job Code: WAEP 2014-04

OPENING DATE: April 22, 2014

CLOSING DATE: May 14, 2014

POSITION:	SUPERVISORY UNITED STATES PROBATION OFFICER
LOCATION:	To be determined
SALARY RANGE:	\$66,093 - \$126,960 (CL 29/01 - CL 30/61) Salary is dependent on experience and qualifications.

The U.S. Probation/Pretrial Services Office for the Eastern District of Washington is accepting applications for position of Supervisory United States Probation Officer (SUSPO). This position has promotion potential (CL 29) to (CL 30) without further competition. The incumbent selected for this SUSPO position will provide front-line supervision and direction for employees assigned to the pretrial/presentence units within the Eastern District of Washington, as well as participate in the development and implementation of units and office-wide policies and procedures.

A SUSPO performs supervisory work related to the full range of probation or pretrial services officer law enforcement duties. The incumbent leads by example and demonstrates mature judgment, technical excellence, policy execution, staff development, and maintains a service-based viewpoint. The incumbent shall be knowledgeable in the full range of operations, and services to the Court and public. The duties of this position may include retaining line officer responsibilities along with supervisory duties. This position requires integrity, initiative, teamwork, creativity, flexibility, dedication and loyalty to the district's mission. The SUSPO serves as a member of the management team, and must be committed to lifetime learning and performing as a self-starter as he/she acquires the knowledge, skills, and abilities to fulfill this position.

REPRESENTATIVE DUTIES (which include, but are not limited to):

- ▶ Maintains an expert knowledge of federal statutes, sentencing guidelines, and relevant case law;
- ▶ Provides leadership and structure for the assigned unit, communicating and implementing relevant policies and procedures necessary under administrative and statutory requirements to ensure the quality of services meets the Court's and agency standards.
- ▶ Assigns and monitors investigations, supervision, and other case work assigned to officers in the unit;
- ▶ Reviews and evaluates all work in the unit including pretrial/presentence investigation reports, case records, and correspondence to ensure maintenance of service delivery and adherence to existing policies, procedures, and guidelines;
- ▶ Confers regularly with officers and specialists providing direction and assistance improving investigative, research, writing, and oral skills;
- ▶ Assists officers in the application of federal sentencing guidelines and sentencing law, as well as the principles of evidence-based practices;
- ▶ Provides leadership in the development and utilization of community resources, and the application of professionally-sound case management principles;
- ▶ Assists officers in objective investigative evaluation and decision making for detention and sentencing recommendations to the Court;
- ▶ Assures continuing staff development by planning and implementing orientation and in-service training, holds individual staff conferences, mentors and monitors staff and develops increasing levels of responsibility in assignments;

- ▶ Conducts meaningful and consistent staff meetings;
- ▶ Assumes the responsibility for case handling in the absence of an officer;
- ▶ Evaluates the performance and professional development of officers in the unit on a systematic and regular basis;
- ▶ Provides a link between line staff and the management team, assuring implementation of administrative direction while concurrently providing information to the Chief U.S. Probation Officer for future administrative action;
- ▶ Effectively identifies performance and/or operational strengths or weaknesses, and develops appropriate solutions for operational weaknesses.
- ▶ Participates in the development and/or revision of policies, procedures, and programs, initiates new ideas and recommends course of action for implementation, with goal to increase the effectiveness of the office;
- ▶ Remains current on relevant research, case law, guidelines, techniques and skills, focusing on the outcome;
- ▶ Supervises field travel, reviews and approves travel vouchers, and audits appropriate travel vouchers to case files and/or investigative work for accuracy;
- ▶ Conducts and completes pretrial/presentence investigations and other reports on unusually sensitive or complex criminal cases as may be required;
- ▶ Participates in selection of candidates for vacant positions;
- ▶ Assists with interoffice problems encouraging staff toward resolution, accomplishes disciplinary action when required. Shares with other managers the responsibility of promoting staff morale, encouraging loyalty, interest, and enthusiasm. Maintains a supportive atmosphere and encourages a positive and constructive approach to assure best staff utilization, balanced workload and utilization of available resources;
- ▶ Develops cooperative relationships with law enforcement, community service agencies, the U.S. Attorney's Office, court chambers, etc;
- ▶ Maintains knowledge of office equipment, databases and software, and encourages example and implementation of innovative techniques for cost effective and time saving productivity;
- ▶ May retain line officer responsibilities along with supervisory duties;
- ▶ Certifies staff's time and attendance as the leave approving authority for the unit;
- ▶ Champions and manages change;
- ▶ Performs related duties as required/assigned by the Chief U.S. Probation Officer.

JOB REQUIREMENTS:

The incumbent must possess a thorough knowledge of the criminal justice system; federal probation/pretrial services and parole legal requirements, policies and procedures; sentencing guidelines and applicable case law; investigative and supervision techniques; and the roles, responsibilities, and relationships among the Federal Courts, U.S. Parole Commission, and the Federal Bureau of Prisons.

The incumbent must also have a thorough understanding of PACTS and demonstrate the ability to use PACTS reports and data to analyze and guide the work of officers. He/she must further demonstrate the ability to use PACTS data to assess trends and ensure evidence-based practices. The incumbent must have excellent organizational skills essential to managing staff and the day-to-day functions of an office, as well as the ability to manage multiple projects simultaneously.

The incumbent should possess the ability to work with law enforcement agencies at different governmental levels, community service providers, and other court units. He/she must have skill in applying various statutes and implementing regulations. He or she must have the ability to communicate orally and in writing, both clearly and concisely, with a variety of persons such as judicial officers, attorneys, and offenders. The incumbent must possess a working knowledge of legal research techniques, database and spreadsheet software, and skill in using personal computers and computer software (Word, WordPerfect, WestLaw, Lexis/Nexis, etc.)

The incumbent must have the ability to perform all the duties/responsibilities required of the personnel directly supervised; develop and/or accept recommendations for increased productivity or quality; keep subordinates informed on policies and procedures of the organization as a whole; assure equity among staff in the unit in terms of training,

performance standards, rating techniques and work performed; recommend or advise management on proposed changes to enhance the overall capability/productivity of the total organization; assist with employee development and with employee problems when possible, and effect disciplinary actions when required.

The incumbent must possess demonstrated experience and temperament supervising a variety of individuals, making required judgements to balance the responsibilities of executing the Court's orders, protecting the public, and addressing the needs of individuals under court jurisdiction.

QUALIFICATIONS:

Minimum Qualification/Experience:

- CL-29:** To qualify at the CL 29 level, the applicant must possess a minimum of three years of specialized experience, including at least one year as a CL 28 probation/pretrial services officer in the U.S. Courts.
- CL-30:** To qualify at the CL 30 level, the applicant must possess a minimum of three years of specialized experience as a U.S. Probation/Pretrial Services Officer, including at least one year at the CL-29 level.

Specialized experience is 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/addiction treatment, coupled with progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and 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.

Preferred Knowledge, Skills and Abilities:

- ▶ Experience as a U.S. Probation Officer in both the pretrial/presentence investigation and supervision disciplines;
- ▶ Excellent verbal and written communication skills;
- ▶ Strong leadership and management skills, experience, education, and training relevant to probation/pretrial services office operations;
- ▶ Thorough knowledge of the basic concepts, principles, and theories of management;
- ▶ Involvement through active committee membership or special assignment;
- ▶ Commitment to continuous professional development.

BACKGROUND INVESTIGATION, DRUG SCREENING, MEDICAL STANDARDS

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer may at his discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines.

APPLICATION PROCESS

By close of business on **May 14, 2014, interested applicants must submit all requested items:**

1. Letter of interest addressed to Scott M. Morse, Sr, Chief U.S. Probation Officer, PO Box 306, Spokane, WA 99201- 0306, (to include the Job Code vacancy announcement number);
2. Last performance evaluation;
3. Complete and submit the *Application for Judicial Branch Federal Employment*, (AO 78, 10/09), available at www.uscourts.gov or www.waed.uscourts.gov. (If within district application, this step will not be required.)

4. The Federal Judiciary Center's Professional Education Institution has identified leadership practices to assist court employees meet current and future challenges. Please review the leadership practices identified below. Choose **two** practices which you feel are most important in the role of a supervisor and express in writing your skills and abilities in those areas:

- a) Communicates Effectively
- b) Develops People
- c) Values Diversity
- d) Manages Conflict
- e) Leads with Maturity and Passion
- f) Focuses on Outcomes

The most suitable candidates will be invited for interview. 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 direct deposit for net pay.

Application documents should be addressed to Chief Scott M. Morse, Sr., and may be emailed to nancy_wideman@waep.uscourts.gov. If sent by mail, documents should be marked "**confidential**" and addressed to:

Scott M. Morse, Sr.
Chief U.S. Probation Officer
Thomas S. Foley U.S. Courthouse
920 W. Riverside, Room 540
Spokane, WA 99201

*The United States District Court for the Eastern District of Washington
is an Equal Opportunity Employer*