



**UNITED STATES DISTRICT COURT  
U.S. PROBATION & PRETRIAL SERVICES OFFICE  
DISTRICT OF MONTANA**

**VACANCY ANNOUNCEMENT  
1P:2024**

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<b>Position:</b>	Assistant Deputy Chief Probation and Pretrial Services Officer
<b>Date Open:</b>	February 26, 2024
<b>Closing Date:</b>	March 18, 2024
<b>Appointment Date:</b>	April 2024
<b>Duty Station:</b>	Billings, Butte, Great Falls, Helena or Missoula, Montana
<b>Salary Range*:</b>	Grade: CL 31, steps 1-61; Salary range: \$114,971 - \$186,885 <i>* Classification Level is subject to approval by the Administrative Office. Salary at appointment based on experience and qualifications.</i>

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**Position Description:**

The position of Assistant Deputy Chief Probation and Pretrial Services Officer is a senior management position for the U.S. Probation & Pretrial Services Office, District of Montana. As a member of the senior management team, the Assistant Deputy Chief is responsible for assisting the Chief U.S. Probation Officer and the Deputy Chief U.S. Probation Officer in the administration and management of probation services within the district. Responsibilities will include oversight of the treatment services program, Indian Country and Administrative Service supervisors, and a districtwide internship program. The incumbent will assist in recruitment and retention efforts, as well as manage certain technical staff to include, but not limited to, District of Montana specialists.

**Representative Duties and Required Competencies:**

- Coordinate the Drug and Alcohol Treatment Services Program, including, but not limited to, submitting requests for contracts, reviewing solicitations, awarding contracts, and assuring vendors comply with the Statement of Work.
- Oversee procurement file maintenance and construction, accounts payable, equipment maintenance and inventory.
- Serve as the level 2 and level 3 contracting officer for all treatment services and JIFMS related matters.
- Work with the Chief U.S. Probation Officer and the Deputy Chief U.S. Probation Officer in a collaborative, team-oriented approach, to help develop and implement a process to define goals and objectives for the court unit. Help identify and implement short and long-term planning initiatives to achieve court unit goals and objectives with specific timelines for completion.
- Communicate and respond to requests from the Chief U.S. Probation Officer and Deputy Chief U.S. Probation Officer regarding divisional operations, keeping them well-informed.
- Ensure employees receive process, policy, and procedural systems training, including initial, updated, or remedial training. Ensure supervisory coverage through effective delegation of authority.

- Manage, develop, and mentor supervisory probation officers, including, but not limited to, establishing standards, evaluating performance, and conducting quality control review of their work products.
- Review monthly and quarterly reports to identify problems, trends, and other issues. Analyze data collected to solve problems.
- Audit and review case work, including case plans, correspondence, and supervision/presentence investigation reports, to ensure that recommendations made by supervisors or officers to the court comply with national and court unit policies, procedures, court-specified conditions, and administrative practices.
- Assist in establishing and maintaining cooperative relationships with other U.S. Probation and Pretrial Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Assist in establishing and maintaining cooperative relationships with all components of the criminal justice system to include the U.S. Sentencing Commission, U.S. Attorney's Office, the Office of the Public Defender, and community corrections associations and law enforcement entities at the national, state, and local levels.
- Demonstrate leadership qualities, including the ability to plan and oversee implementation of district programs, processes, and initiatives.
- Assist in the recruitment, selection, and assignment of staff.
- Assist in managing performance for all subordinates and help in identifying their training needs.
- Promote ongoing learning by continuously upgrading own knowledge, skills, awareness and understanding of theories, data, and trends in corrections, management, and the political environment.
- At the direction of the Chief Probation Officer, and based on the needs of the court unit, may perform any or all duties of a Supervisory U.S. Probation Officer or U.S. Probation Officer, including investigating and/or supervising offenders.
- Performs related duties as required by the Chief U. S. Probation Officer, Deputy Chief Probation Officer (Type II), and the Court.

### **Qualifications:**

To qualify for a position of Assistant Deputy Chief Probation and Pretrial Services Officer, a person must have a bachelor's degree from an accredited college or university and possess a minimum of six years of specialized experience.

Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community corrections or pretrial programs. 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 police officers, FBI agent, customs agent, marshal or similar position, 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.

### **Employment Requirements:**

First-time appointees to positions covered under federal law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or over who have previous federal law enforcement officer experience and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine eligibility. Retirement is mandatory at age 57. First-time appointees must be able to meet the medical requirements and perform the essential job functions of a Probation Officer, as detailed at [www.uscourts.gov](http://www.uscourts.gov). Incumbents are subject to ongoing random drug screening.

Applicants must be a U.S. citizen or eligible to work in the United States. First time appointees considered for this position will undergo a full field background investigation and a credit record check. The incumbent will be subject to updated background investigations every five years. The Court requires employees to adhere to the *Code of Conduct for Judicial Employees* (available on request or at [www.uscourts.gov](http://www.uscourts.gov)). Employees are required to use electronic fund transfer (direct deposit) for payroll.

Travel within the District of Montana and outside of the district is required. Applicants must have and maintain a valid driver's license.

Applicants selected for interviews must travel at their own expense.

The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered at will employees.

### **Application Procedures:**

Qualified applicants should submit the following documents:

- A letter of application (no more than 4 pages in length) which (1) outlines your personal management philosophy and (2) addresses the knowledge, skills, and experience necessary to perform the duties of the Assistant Deputy Chief Probation and Pretrial Services Officer in relation to the following management areas:
  - Specific expertise in the areas of investigative work, report writing, and supervision of offenders/defendants;
  - Budget and financial management;
  - Human resources management;
  - Policy research and development;
  - IT systems and programs specific to U.S. Probation;
  - Experience with DATS and location monitoring.
- A current resume detailing years of specialized experience, noting any management experience, dates of employment, function managed, and the number and composition of personnel supervised.
- A completed form AO 78, Application for Judicial Branch Employment.
- Three confidential letters of reference, to be submitted via email to the address below. **The letter should be sent from the individual providing the reference and not from the applicant.**

Materials must be submitted via email as a single PDF document, except for confidential reference letters, no later than 4:00 p.m. Mountain Time on Monday, March 18, 2024, to:

susanne\_johnston@mtd.uscourts.gov  
(Please use subject line "ADCUSPO (applicant's last name)")

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw it without prior notice.

***The United States District Court is an Equal Opportunity Employer***