



United States Probation Office

District of Montana

Vacancy Announcement

4P:2023

Position Title: Supervising U.S. Probation Officer
Primary Duty Station: Browning, Glasgow, or Hardin, MT*
Announcement Date: July 13, 2023
Application Deadline: August 4, 2023

Starting Grade/Salary:** CL-29 \$78,784 - \$128,064 to
CL-30 \$93,102 - \$151,329

*Required to maintain regular hours in their Indian Country Duty Station and routine travel to all Indian Country Offices required.

**Eligible for future promotion to CL 30 without further competition, if incumbent starts at a CL 29.

The U.S. Probation Office, District of Montana, is accepting applications for the position of Supervising U.S. Probation/Pretrial Services Officer (SUSPO) for Indian country, which encompasses six reservations within the District of Montana. The SUSPO performs supervisory work related to the full range of probation and pretrial services officer law enforcement duties. The SUSPO directs officers assigned to the monitoring, investigation, and supervision of persons under supervision and defendants. The incumbent will be expected to collaborate with tribal government and tribal social service agencies. The incumbent must have a general understanding of federally recognized Indian tribes and their unique legal relationship with the federal government. The incumbent will collaborate in all areas of office management and will supervise support staff. Travel will be required.

Representative Duties and Responsibilities:

- Supervise professional law enforcement and support staff in their duties, including establishing and enforcing standards and evaluating performance in a timely manner. Handle minor infractions, establish performance improvement plans, and recommend disciplinary actions as necessary. Confer regularly with staff to provide direction and assistance in case situations and with general operational procedures. Receive, prioritize, and assign work to staff, ensuring that work is assigned fairly and equitably. Monitor time and attendance and evaluate and approve leave requests. Serve as a resource for officers and other staff to assist with performing work successfully and efficiently. Make recommendations regarding new hires, personnel actions, and terminations. Conduct unit staff meetings with staff covering Indian country. Identify operational issues and develop appropriate solutions. Provide training and orientation for new staff members. Identify staff and individual training needs and facilitate officers and staff receiving the identified training.

- Review and edit written work, including case plans, correspondence, and reports submitted to the court. Ensure that recommendations made by officers to the court adhere to local and national policy and guidelines. Ensure adequate coverage for office activities, court appearances, etc. Conduct audits and review of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Develop recommendations and advise the court on appropriate issues and possible alternatives to detention and/or incarceration. Assist the chief, deputy chief, and other managers in the formulation and modification of organizational policies and procedures. Attend and participate in supervisory management meetings.
- Communicate and respond to management requests regarding case operations. Answer procedural questions for judges, staff, and the public. Develop and maintain cooperative relationships with local law enforcement (including Bureau of Indian Affairs and/or tribal law enforcement) and community service providers. Provide customer service and resolve difficulties while complying with regulation, rules, and procedures (including Chapter 8 – Indian Law of the Native American Heritage Sourcebook). Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Always demonstrate sound ethics and good judgment. Handle confidential and sensitive information appropriately.
- Serve as the local liaison with building management to address occupant issues. Attend local safety committee meetings on behalf of the probation office.
- Perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising offenders/defendants. Assume responsibility for case management of emergency situations in the absence of probation officers. Travel within the District of Montana and outside of the district is required. Routine travel to all Indian country Offices required. A government vehicle for travel to duty station is not guaranteed.
- Perform related duties and special projects as requested by the chief or deputy chief probation officers.
- Conduct investigations prepare reports and make recommendations to the court. Interview offenders/defendants and their families and collect background data from various sources. Interpret and apply policies, procedures, and statutes, Federal Rules of Criminal Procedures, and U. S. Sentencing Guidelines, Monographs and relevant case law, as applicable.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and work with appropriate specialist to implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and guideline applications, as warranted. Serve as a resource to the court. Maintain detailed written records of case activity.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victims

Restitution Act. Enforce home confinement conditions ordered by the court and perform home confinement reintegration on behalf of the Bureau of Prisons, as applicable.

- Review and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Provide offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Work with offenders/defendants toward integration into the job market through cross-training, mentoring, and the use of up-to-date technology.
- Communicate with other organizations and personnel (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Discuss violations with Supervisory Officer. Report violations of conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.

Qualifications, Pay, and Job Requirements:

Applicants must have a minimum of one year of experience as a full performance U.S. probation officer (CL-28) in order to qualify at the CL-29 level. In order to qualify for appointment at CL-30 the applicant must have at least one year of experience at the CL-29 level. If appointed at CL-29, the incumbent is eligible for non-competitive promotion to CL-30 after one year, pending acceptable job performance.

Applicants must have a history of meeting all probation/pretrial services officer job performance standards and may not be under a performance improvement plan or any other disciplinary action. The incumbent will continue to be subject to random drug screening and five-year background checks, must continue to meet all officer job requirements, and maintain a valid driver's license.

Desired Knowledge, Skills and Abilities:

Candidates must have knowledge and understanding of the roles and functions of federal probation and pretrial services and related organizations. They must possess knowledge and skill in investigative techniques, along with strong oral and written communication skills, and the ability to interact with individuals in all different levels of the organization. Officers must have strong skills in the use of automated, database and mobile applications. Demonstrate effective skills in evaluating, developing and supervising staff. The ability to consistently display sound ethics and judgment is required.

Information for Applicants:

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

- 1) A letter of application, which outlines your personal management philosophy and addresses the knowledge, skills, and experience necessary to perform the duties of the SUSPO. Specifically address your vision for the supervision and goals of Indian country staff and locations (no more than 5 pages in length);
- 2) A current resume detailing experience, including management experience, dates of employment, functions managed, and the number and composition of personnel supervised.
- 3) Names and contact information for three (3) professional references;

- 4) Form AO-78, Application for Judicial Branch Employment (available at www.uscourts.gov/ . Note: the last page of the AO-78 requires a conventional signature. It cannot be an electronic signature. Applications will not be considered complete until all the items listed above have been received; **incomplete applications will not be considered.**

Applications should be submitted via the Online Application Portal:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=prux8s4e&pos=4P2023>

(If you have difficulty with the link, please copy and paste into your browser)

Please contact the Human Resource Department if you require alternative application submission options at 406-542-7113 or email Susanne_Johnston@mtd.uscourts.gov .

The Court will provide acknowledgement of received applications via an immediate response in the application portal. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

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