



United States Probation Office

District of Montana

Vacancy Announcement

04P:2025



Billings, Montana



Butte, Montana



Position Title: Chief U.S. Probation Officer
Duty Station: Billings, Butte, Great Falls, Helena or Missoula
Announcement Date: April 23, 2025
Application Deadline: May 14, 2025
Starting Grade/Salary: JSP 15 – 17 (\$146,481 – \$207,500)

The chief probation and pretrial services officer is a high-level management position which functions under the administrative direction of the district executive and the chief judge of the court. The incumbent is responsible for administration and management of all daily operations of federal probation and pretrial services within the District of Montana. The probation office for the District of Montana has 5 divisional offices and 3 satellite offices, and currently employs 45 officers and 11 support staff. The judicial district consists of three Article III judges, one senior judge, and three magistrate judges.

Representative Duties and Responsibilities:

- Organizes the probation and pretrial services office to ensure expeditious handling of investigative work including effective case supervision of pretrial and presentence defendants, probationers and persons on supervised release.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and parole and sentencing commission requirements for the administration of probation services.
- Makes specific recommendations to the court regarding policies, procedures, guidelines, and standards to ensure an appropriate level of service delivery.
- Establishes and maintains cooperative relationships with the district and bankruptcy court units.
- Selects and recommends to the district executive candidates for appointment as probation officers as well as non-officer personnel. Provides specific recommendations to the district executive in all other personnel matters, including promotions, salary increases, disciplinary actions, and dismissals.



Great Falls, Montana



Helena, Montana



- Manages the staff of the office. Ensures all personnel are carefully selected and adequately trained. Provides qualitative and quantitative measures of work performance, and assures accountability with minimal interference to service delivery. Utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Administers continuing in-service training programs to ensure high-quality service delivery.
- Promotes and ensures a safe and harassment-free work environment and fosters other conditions that encourage staff commitment, enthusiasm, and positive morale.
- Collaborates with the district executive in preparing the operating budget. Makes estimates of personnel, space allocation, and operating allowance needs. Responsible for ensuring adequate space, equipment, and supplies for the operation of the office. Approves requisitions and certifies vouchers for payment. Maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment and supplies.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels.
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment of persons under supervision.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional and social service agencies to ensure the best correctional practices are utilized.
- Responsible for the oversight of the district's firearms, offensive response tactics, and staff safety programs with special attention to preventing and managing hazardous office and field incidents.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of probation or pretrial services officers, or supervise probation or pretrial services staff.

Education and Experience Qualifications:

To qualify for the position of chief probation and pretrial services officer, a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience earned after the bachelor's degree has been issued. A graduate degree in a closely related field received from an accredited university is preferred. To qualify for appointment above JSP-16 a person must also possess three years of substantial management experience earned after the bachelor's degree has been issued.



Missoula, Montana



Glacier National Park



Yellowstone National Park



Specialized experience is progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs. 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.

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-term planning.

Desired Knowledge, Skills and Abilities:

Applicants will be evaluated based on qualifications and experience. Preferred KSA include:

- Substantial high-level management experience in financial management, oversight of information technology and human resources functions, and in long- and short-range planning.
- Proven skills in problem solving, resources management and staff motivation. Excellent organizational leadership and management skills. Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner, and well-versed in workplace technology.
- Comprehensive knowledge of and substantial experience in all areas of the operation and management of a federal probation and pretrial services office. Knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure. Knowledge of evidence-based and re-entry initiatives which clearly link to current and future operations and activities.

Physical Requirements and Maximum Entry Age:

Probation officers must be able to meet established medical requirements and perform essential job functions. Detailed information is available at: <http://www.uscourts.gov/services-forms/probation-and-pretrial-services/probation-and-pretrial-officers-and-officer>. Any health problems that constitute employment hazards to the applicant or others may disqualify an applicant.

First time appointees to positions covered under federal law enforcement officer retirement provisions must not have reached their 37th 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.

Employment Requirements and Selection Process:

Applicants must be citizens of the United States or be eligible to work in the United States. Employees are required to use electronic fund transfer (EFT) for payroll deposit. The court requires that employees adhere to the *Judicial Code of Conduct*. Information is available at www.uscourts.gov.

A limited number of qualified applicants will be afforded a personal interview. The selectee(s) considered for positions will undergo a preliminary background check and a pre-employment medical examination and drug screening and must receive a favorable medical report prior to their appointment. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court, based on a full 10-year scope background check. Current U.S. probation officers may not be subject to the pre-employment drug screening and medical examination. In addition, as a condition of employment, 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.

The U.S. Probation Office, District of Montana, reserves the right to amend or withdraw this announcement without written notice to applicants. The applicant pool generated from this announcement will remain active for up to 12 months, or less, at the discretion of the court.

Benefits:

The U.S. Probation Office of United States District Court is part of the United States Judiciary. Employees of the U.S. District Court are considered “at will” employees and are not covered by the Office of Personnel Management’s civil service classification system or regulations. Probation officers participate in the Federal Employees Retirement System (a mandatory 4.9% salary contribution) and Thrift Savings Plan (similar to a 401k), optional health, dental, vision, and life insurance benefits, annual and sick leave accrual, and eleven paid holidays per year.

Information for Applicants:

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

1. A letter of application, which outlines the applicant's personal management philosophy (no more than three pages in length);
2. A current resume detailing the applicant's years of specialized experience, including management experience, dates of employment, function managed, and the number and composition of personnel supervised.
3. A completed form [AO 78](#), Application for Judicial Branch Employment.
4. A list of at least three professional references.

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=04P:2025>

(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.

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.

The United States District Court is an Equal Opportunity Employer.