

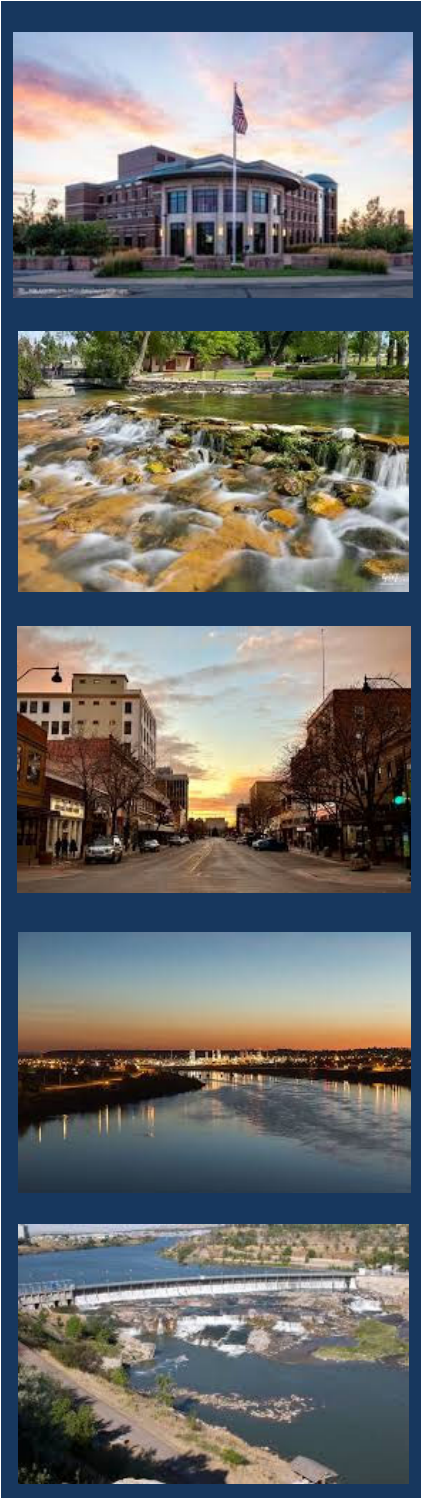


United States Probation Office

District of Montana

Vacancy Announcement

07P:2024



Position Title:	Supervising U.S. Probation/Pretrial Services Officer
Duty Station:	Great Falls, MT
Announcement Date:	August 1, 2024
Application Deadline:	August 15, 2024
Salary Range:	CL-29 to CL-30 (\$82,718 - \$158,871)

Recruitment is limited to current or former federal probation officers.

The U.S. District Court, District of Montana, is accepting applications for the position of Supervising U.S. Probation/Pretrial Services Officer (SUSPO) for the Great Falls division. 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 offenders/defendants. The incumbent will be expected to collaborate in all areas of office management in the Great Falls office.

Representative Duties and Responsibilities:

- Supervise professional law enforcement 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 to identify operational issues and to develop appropriate solutions. Provide training and orientation for new staff members. Identify staff and individual training needs and work with the district Training Officer Specialist to provide training for officers and staff.
- 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 and community service providers. Provide customer service and resolve difficulties while complying with regulation, rules, and procedures. Abide by the [Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. 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.
- Perform related duties and special projects as requested by the chief or deputy chief probation officers.

Qualifications, Pay, and Job Requirements:

Applicants must have a minimum of three years 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.

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 addressing the supervision and goals of the Great Falls staff and location (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=07P:2024>

(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.

The United States District Court is an Equal Opportunity Employer.