



United States Probation Office

District of Montana

Vacancy Announcement

07P:2025



Billings, Montana



Butte, Montana



Position Title: Deputy Chief U.S. Probation Officer (Type II)
Duty Station: Billings, Butte, Great Falls, Helena or Missoula
Announcement Date: May 28, 2025
Application Deadline: June 11, 2025
Starting Grade/Salary: JSP 14 – 16 (\$124,531 – \$207,500)

The deputy chief probation and pretrial services officer (Type II) assists the chief probation and pretrial services officer (CUSPO) in the administration and management of federal probation and pretrial services in 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:

- Participates in the organization and management of the probation office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers, parolees, and persons on pretrial release.
- Assists in the review and revision of the district's continuity of operations plan (COOP). Coordinates and oversees necessary resources in the event the COOP is implemented.
- Assists the CUSPO in the formulation, implementation, and modification of operational policies and procedures in the district. Assists the CUSPO with the application of personnel policies.
- Supervises all supervisory, professional, and clerical personnel, directly or indirectly. Pays particular attention to travel, leave, and scheduling of work hours.
- Coordinates regularly with the court's shared services division to ensure that the probation office's administration needs are being satisfied.
- Oversees the implementation of evidence-based practices programs. Responsible for the implementation of required and/or recommended programs and initiatives developed for the ongoing improvement of the operations of the district.
- Participates in the management of the contracting process and preparation of contract funding as it relates to drug, alcohol and mental health services (DATS). Oversees the policy and budgetary requirements of the district's location monitoring program, which includes pretrial and post-conviction



Great Falls, Montana



Helena, Montana



offenders. Assists the CUSPO in monitoring of disbursements of funds relating to location monitoring, drug aftercare/alcohol treatment, fines and restitutions.

- Oversees the utilization of PACTS. Reviews monthly and quarterly reports to identify problems, trends, and other issues. Analyzes DSS data collected to formulate solutions to problems, which includes modifications to existing and development of new policies, procedures, and/or administrative practices.
- Assists in the evaluation of staffing needs and in the selection of professional and support personnel. Assists in the evaluation, development and supervision of staff. Responsibilities include conducting internal reviews, overseeing travel, leave and work schedules, and administrative work and records. Participates in performance evaluations and, as necessary, improvement plans for all subordinates.
- Identifies training needs within the district.
- Assists in evaluation of space allocation, travel expenses, and purchases of services, equipment and supplies.
- Assists in establishing and maintaining cooperative relationships with other U.S. Probation and Pretrial Services Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include federal, state and local law enforcement, correctional and social service agencies.
- Participates in the internal office audits on a yearly basis as required by the internal control procedures manual.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm and morale.
- Communicates effectively with the clerk's office, judges, attorneys, and other agencies and interested parties regarding office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Participates in public relations which explain probation, pretrial services, and other correctional services to the community.
- Occasionally may perform the duties of a probation or pretrial services officer or supervising probation officer/team leader.
- Performs related duties as required by the CUSPO and the court.

Education and Experience Qualifications:

To qualify for the position of 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.



Missoula, Montana



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.

To qualify at JSP-14: Six years of specialized experience. To qualify at JSP-15: Seven years of specialized experience. To qualify at JSP-16: Seven years of specialized experience.

An individual hired below the target grade (JSP-16) may be eligible for future promotion without competition.

Employment Requirements:

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. 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. 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). 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:

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=07P: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 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.