



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	Supervising U.S. Probation Officer CL 29/CL 30 Target Grade: CL 30
ANNOUNCEMENT:	P15-07
DUTY STATION:	Dallas
OPEN DATE:	05/26/2015
CLOSING DATE:	06/16/2015 (or until filled)
STARTING SALARY:	\$70,562 - \$135,535 Table 56
Promotional opportunity, based on performance, to target grade without further competition	

DISTRICT MISSION STATEMENT

We value each individual and their potential to change. As effective agents of that change, we provide excellent service to our clients and the courts, creating a safer community through the fair administration of justice. Our guiding principles are: Dedication, Empowerment, Idealism, and Integrity.

DISTRICT SUMMARY

The Northern District of Texas is a learning organization which encourages all staff to use their strengths to explore opportunities for meaningful personal, professional, and organizational growth. We expect and support team members to continue developing throughout their careers. We recognize that individuals have varying talents and passions, and we seek to match roles, responsibilities, and opportunities to individual strengths, while still meeting the mission of the organization. We believe that leadership is a shared responsibility of all team members and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

This district is geographically one of the largest in the United States. We serve a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexican border. Our headquarters office is located in Dallas in the Earle Cabell Federal Building. We also have offices located in the federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock and Amarillo. In the Dallas/Fort Worth metroplex area, we have one additional office located in Arlington, TX.

POSITION OVERVIEW

This position will be responsible for supervising the work of officers that work in the Dallas court services unit. The applicant must have a strong knowledge of case investigation, monographs, federal sentencing guidelines, and statutes. The focus will be to meet the needs of the courts timely, with the resources available, in a way that meets or exceeds quality standards. The incumbent will be required to travel occasionally to other divisional offices or other destinations for work related reasons. Travel may require overnight stays.

Job responsibilities include, but are not limited to:

- Monitoring the performance of officers by providing consistent and ongoing feedback, and utilizing all available work tools including PACTS/DSS reports.
- Maintaining equity among court services team members in terms of performance standards and work performed.
- Recognizing each officer's individual strengths and encouraging officers to develop professionally through utilization of those strengths.

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- Working with officers individually and as a team to achieve excellence within each office.
- Working collaboratively with the executive and leadership teams to foster a collegial work environment.
- Fostering teamwork and collaboration among officers and support staff to achieve common goals.
- Participating in district and national initiatives and projects in order to continually improve our effectiveness in serving our stakeholders and encouraging such participation among those he/she supervises.
- Enforcing policies and procedures related to an employee's work product and conduct.
- Supporting the vision and mission of U.S. Probation by leading and guiding officers and support team members, communicating and implementing change, developing and training officers and support staff, and improving work processes.

CLASSIFICATION REQUIREMENTS

To qualify for a supervisor position, an individual must:

- Meet the job qualification standards applicable to positions for the highest level of work effectively supervised;
- Have specialized experience that included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:
 - Skill in developing the interpersonal work relationships needed to lead a team of employees,
 - The ability to exercise mature judgment, and
 - Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved; and
- Have at least one year of experience as a CL 28 U.S. Probation officer.

MINIMUM POSITION REQUIREMENTS

Applicants must possess a thorough knowledge of national and statutory policies, procedures, and administrative practices specific to the supervision of federal defendants/offenders. The incumbent must have the ability to travel occasionally to other divisional offices, other destinations for work related reasons, and stay overnight as needed.

To qualify for this position the applicant must have demonstrated the ability to:

- Utilize evidence based principles and data in making decisions and supervising defendants/offenders
- Understand federal sentencing guidelines and case law
- Build and maintain effective work relationships with peers and management
- Contribute to a positive work environment
- Communicate effectively verbally and in writing

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- Successfully implement policy and procedural changes
- Maintain discretion when dealing with sensitive matters
- Develop and execute short-term and long-term goals
- Think analytically
- Use creativity and innovation in problem solving and implementation of solutions
- Manage time and resources effectively
- Adapt to and effectively use available technology

HOW TO APPLY

Please refer to our local policy, [Promotion Criteria](#) (←click link), for detailed instructions.

Qualified applicants should upload their documents using our HR Employment Application System located at:

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=yv7gpw3b&pos=15-07>

Note: This system will not let you continue without uploading all documents. Therefore, for documents already on file with TXN Probation, please upload a Microsoft Word document indicating such.

Unofficial transcripts may be uploaded via the link above. However, if not already on file with TXN Probation & Pretrial Services, **official transcripts** must be submitted by:

- A link sent to HR@txnp.uscourts.gov from your university or college, or
- Regular mail or overnight courier to

**U.S. Probation - HR Department
1100 Commerce Street, Room 1329
Dallas, TX 75242**

If selected for an interview, the candidate is to give a presentation no longer than 15 minutes, describing his/her ideas about transitioning TXN to a two discipline organization (Courts and Supervision), while promoting accountability. The courts discipline typically includes pretrial investigations and reporting writing and presentence investigations and report writing. The supervision discipline would include both pretrial and post-conviction supervision.

DISCLOSURES

- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- As a condition of employment, the incumbent will be subject to a 10-year scope background investigation every five years.
- U.S. Probation reserves the right to modify the conditions of this job announcement, extend the screening process, withdraw or re-advertise the announcement; or fill the position sooner than the closing date without prior notice.
- U.S. Probation reserves the right to fill multiple positions from this announcement
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute.

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- The final candidate(s) may be subject to a record check with law enforcement agencies and credit bureaus.