



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

POSITION TITLE:	Supervising U.S. Probation Officer - Pretrial
GRADE:	CL 29/CL 30 Target Grade: CL 30
ANNOUNCEMENT:	18-24
DUTY STATION:	Dallas
OPEN DATE:	08/27/2018
CLOSING DATE:	09/07/2018
EFFECTIVE:	To Be Determined
STARTING	\$74,637 - \$143,378
SALARY:	Table DFW
<i>Promotional opportunity, based on performance, to target grade without further competition.</i>	

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 are a combined probation and pretrial services district, serving a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexico 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 (DFW) Metroplex area, we have one additional office located in Arlington, TX.

POSITION OVERVIEW

Position will be responsible for supervising the work of officers in the Pretrial discipline, but will also include responsibility for duty rotation and report writing. The selected applicant must have a strong knowledge of Pretrial Services, and have or be able to acquire a command of additional disciplines, as well as local and national policy, including *The Guide to Judiciary Policy and Procedures*. The successful applicant will possess or be committed to acquiring a solid understanding of evidence based practices. This position will require the selected candidate to work in a collaborative manner with other

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Supervising Probation Officers (potentially in other locations and responsible for other disciplines), as well as members of the Leadership Team to fulfill the mission of our district.

Job responsibilities include, but are not limited to:

- Monitoring the performance of team members by providing consistent and ongoing feedback, and utilizing all available work tools including PACTS/DSS reports;
- Participating in duty rotation and the writing of associated pretrial bail reports;
- Working collaboratively with other managers to maintain equity in performance standards and work assignments;
- Recognizing each team member's individual strengths and encouraging officers to develop professionally through utilization of those strengths;
- Working with staff members 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;
- Utilizing evidence based practices in the management of the team and department to which assigned; and
- 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.

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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;
- 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; and
- 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://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=18-24>

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.

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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

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

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