



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

POSITION TITLE:	Assistant Supervisory U.S. Probation Officer
GRADE:	CL 29
ANNOUNCEMENT NUMBER:	22-03
LOCATION:	Dallas, Fort Worth
OPEN DATE:	10/13/2021
CLOSING DATE:	10/27/2021
STARTING SALARY:	\$79,432 - \$129,149 (Table DFW)

Multiple positions may be filled from this announcement.

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 incorporate the Federal Judicial Center's [competencies](#) as part of our performance evaluation process to encourage that development. 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 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.

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POSITION OVERVIEW

The **Assistant Supervisory U.S. Probation Officer** is responsible for the quantity and quality of services provided by probation officers to the court and the public. The selected applicant should have a good foundation in the Court Services discipline and may be responsible for supervising the work of officers in other disciplines as well as overseeing a major program segment of the total organization, and assuring time, performance, and quality measures are met. An ASUSPO will supervise Probation Officers at a CL 25 to CL 28 **only**, Support Staff and Probation Support Technicians at a CL 22 or CL 23.

Assistant Supervisory U.S. Probation Officer job responsibilities include, but are not limited to:

- Performs line officer functions and duties at a reduced capacity;
- Performs related duties, as required/assigned by the Chief, Deputy, or Assistant Deputy Chief
- Monitoring the performance of team members by providing consistent and ongoing feedback, and utilizing all available work tools including PACTS/DSS 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 supervisory position, an individual must:

- Meet the job qualification standards applicable to positions for the highest level of work effectively supervised;
- Have specialized experience that includes 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

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Applicants must possess a thorough knowledge of national and statutory policies, procedures, and administrative practices specific to the supervision of federal defendants/persons under supervision. 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/persons under supervision;
- Understand federal sentencing guidelines and case law;
- Understand the Bail Reform Act;
- 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

Applicants who meet the classification, minimum position, and hazardous duty requirements should:

1. Submit a cover letter (four-page limit) addressing the following question(s):
 - a. The "Composure" competency for Supervisors and Managers notes that supervisors who demonstrate this competency are approachable and humble. As an assistant supervisor, how would you hold team members accountable while remaining approachable and humble?
 - b. How have you stayed "current with professional developments, strategies, and technologies," especially as they relate to leadership?
2. Submit a resume (two-page limit) citing professional experience and educational background.
3. Submit the two most recent performance evaluations signed by your supervisor or manager.
4. Submit a current, complete [Application for Employment \(AO 78\)](#). Please note the additional documents that are required to complete the process (listed on page one of the application).

Qualified applicants should upload their documents and answer final questions using our HR Employment Application System located at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=22-03>

Note: This system will not let you continue without uploading all required documents.

Unofficial transcripts may be uploaded via the link above. However, if not already on file with TXN

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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

BENEFITS

Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance, optional long term care coverage and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, paid parental leave, a pre-tax reimbursement program, federal holidays and mandatory Electronic Funds Transfer for payment of net pay.

DISCLOSURES

- 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 U.S. Citizens and Non-Citizens as allowed by appropriations and statute.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- The final candidate(s) will be subject to a record check with law enforcement agencies and credit bureaus.
- As a condition of employment, the incumbent will be subject to 10-year scope background investigation every five years.

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