



# CAREER OPPORTUNITY

## UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

### Texas Northern

<b>POSITION TITLE:</b>	<b>Supervisory U.S. Probation Officer</b>
<b>GRADE:</b>	<b>CL 29 / CL 30</b> <b>Target Grade: CL 30 (based on district need)</b>
<b>ANNOUNCEMENT NUMBER:</b>	<b>22-15</b>
<b>LOCATION:</b>	<b>Abilene, Lubbock, and/or San Angelo, Texas</b>
<b>OPEN DATE:</b>	<b>09/19/2022</b>
<b>CLOSING DATE:</b>	<b>10/04/2022</b>
<b>STARTING SALARY:</b>	<b>\$75,493 to \$144,986 (Table <a href="#">RUS</a>)</b>

**Multiple positions may be filled from this announcement.**

*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 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. Texas is among the most tax-friendly states in the U.S. with residents enjoying no state income tax.

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## POSITION OVERVIEW

The **Supervisory U.S. Probation Officer** is responsible for supervising the work of officers in various disciplines as well as overseeing a major program segment of the organization, and assuring time, performance and quality measures are met. The selected applicant should have a fundamental understanding of all three disciplines or be able to acquire command of a fundamental understanding of all three disciplines. The selected applicant may be responsible for supervising the work of officers in all disciplines and should have command and/or be able to acquire command of 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.

If this vacancy is filled as a CL 29 based on district need, the incumbent selected will perform line officer functions and duties at a reduced capacity and supervise a small team which may consist of Probation Officers at a CL 25 to CL 28 **only**, Support Staff and Probation Support Technicians at a CL 22 to CL 24.

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

- Performing related duties, as required/assigned by the Chief, Deputy Chief, 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 supervisors and 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.
- Performing any or all duties of a probation or pretrial services officer, which may include investigating and/or supervising persons under supervision and authoring Presentence and/or Bond Reports.
- 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,

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- 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 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 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.
- 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 (three-page limit) addressing the following question(s):
  - a. In the FJC Leadership and Management Competencies for Supervisors and Managers, the "[Managerial Courage](#)" competency notes that supervisors who demonstrate this competency ensure that directives and decisions are aligned with the core values of the organization. What have you done in your U.S. Probation and Pretrial Services career thus far to ensure any directives you have given or decisions you have made are aligned with the core values of the organization where you are employed? Note: You must be in the DCN to access the link to the Federal Judicial Center's Managerial Courage competency.
  - b. The "[Motivation](#)" competency in the aforementioned document states that supervisors who demonstrate this competency show enthusiasm and support, when appropriate, for employee-generated ideas. As a supervisor, how would you distinguish between when it was appropriate to show support and when it was appropriate to say, "no?" Note: You must be in the DCN to access the link to the Federal Judicial Center's Motivation competency.
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.

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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). If the AO 78 application is not current, the application for this opportunity will be rejected.

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=22-15>

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

## DISCLOSURES

- U.S. Probation reserves the right:
  - To modify the conditions of this job announcement.
  - To withdraw or re-advertise the announcement.
  - To fill multiple positions from this announcement.
  - To fill the position sooner than the closing date without prior notice.
  - Not to fill the position listed in 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.
- Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.
- 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.

Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms may be found by scanning the code below.



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