



# VACANCY ANNOUNCEMENT

## UNITED STATES PROBATION OFFICE

Southern District of Iowa

[www.iasp.uscourts.gov](http://www.iasp.uscourts.gov)

<b>Position</b>	Supervising U.S. Probation Officer – Presentence Unit
<b>Posting</b>	22-03
<b>Date Opened</b>	June 16, 2022
<b>Closing Date</b>	July 8, 2022
<b>Location</b>	Any Office
<b>Classification Level &amp;</b>	CPS 29/01 to 30/61 (Based on Locality and Qualifications)

### **Position Overview**

The U.S. Probation Office for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

The U.S. Probation Office for the Southern District of Iowa is currently accepting applications for a Supervising U.S. Probation Officer for the Presentence Unit. There are three offices within the Southern District of Iowa (Des Moines, Davenport, and Council Bluffs). This position will be responsible for leading presentence officers from all three offices.

The incumbent reports to a Assistant Deputy Chief U.S. Probation Officer and/or Deputy Chief U.S. Probation Officer, but requires minimal supervision and has district-wide responsibilities in their area of expertise. This position will require a thorough knowledge of the criminal justice system, particularly as it relates to federal probation and pretrial services policies and procedures, presentence investigations, and supervision techniques. In addition, thorough knowledge of the roles, responsibilities and relationships among the Federal Courts, law enforcement agencies, U.S. Parole Commission, and Bureau of Prisons is required. Strong analytical, written, and oral communication skills, and the ability to work under pressure of short deadlines is essential.

As part of the management team, the Supervisory U.S. Probation Officer is a leadership position within the district that demands integrity, teamwork, a focus on core duties, officer development, and loyalty to the district's mission. The Supervisory U.S. Probation Officer is responsible for driving organizational excellence while leading and coordinating the major programs of the district.

### **Supervisory Probation Officer Duties and Responsibilities**

These duties are intended to provide generalized examples of major duties and responsibilities that are performed by a Supervisory U.S. Probation Officer. These representative duties are NOT intended to reflect ALL duties performed by positions covered by this classification.

- Assign and schedule work in the unit.
- Review and evaluate all work in unit to ensure accuracy, quality, timeliness, and adherence to statutes, judiciary and court policies, procedures, and guidelines.
- Confer regularly with probation officers; provide direction and assistance to the officers toward improving supervision, investigative, and writing skills.
- Assist probation officers in meeting the needs of clients with complex problems and circumstances; provide leadership in the development of sentencing alternatives, utilization of community resources, and the application of professionally sound case management principles.
- Assist probation officers in developing sentencing recommendations to include consideration of departures, variances, and alternatives to incarceration, if appropriate.
- Ensure continued staff development by recommending and, in consultation with senior management, plan and implement orientation and in-service training through individual and unit training.
- Assume the responsibility of unusually sensitive or complex cases, and for emergency situations arising with caseloads in the absence of probation officers.
- Conduct interviews and complete reports in unusually sensitive or complex cases.
- Conduct and attend unit staff meetings to identify performance and operational problems and develop appropriate solutions.
- Evaluate the performance of probation officers in the unit on a systematic and regular basis.
- Share with other managers the responsibility of promoting staff morale and encouraging loyalty, interest, enthusiasm, and good morale. Mentor and train senior officers and line officers.
- Serve as a major communication catalyst and as a link between line staff and senior management, assuring implementation of administrative direction while concurrently providing information to the administration for future action.
- Develop understanding and cooperative relationships with judges, the court family, other law enforcement agencies, community service agencies and the public.
- Supervise field travel to include review and approval of all travel vouchers of officers in the unit.
- Represent the Probation Office and the Court at meetings, seminars, and conferences. Making formal presentations to interested groups. Utilize external

resources and organizations such as the United States Sentencing Commission and the Administrative Office of the U.S. Courts to improve policies and procedures in the Southern District of Iowa.

- Perform related duties as required by the Chief U.S. Probation Officer, Deputy Chief U.S. Probation Officer, and Assistant Deputy Chief U.S. Probation Officers.

### **Qualifications**

Completion of a bachelor's degree from an accredited college or university. The field of academic study should be in the areas of criminal justice, criminology, psychology, sociology, human relations, business, public administration, or a closely related field. Leadership skills, analytical ability, good judgment, and a high degree of integrity are critical to be successful in the job.

For placement at classification level CL29, the qualified applicant must have three years' specialized experience, which must include 52 weeks equivalent to work at the CL-28 level.

For placement at classification level CL30, the qualified applicant must have three years' specialized experience, including at least 52 weeks equivalent to work at the CL-29 level.

Specialized work experience includes progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain: (a) skill in dealing with others in person-to-person work relationships; (b) the ability to exercise mature judgment; and (c) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation Office.

### **The Ideal Candidate**

- Broad knowledge of the criminal justice system and the U.S. Probation system.
- Thorough knowledge of sentencing guidelines, statutes, and applicable case law.
- Aptitude and experience with the presentence format and word processing. Thorough knowledge of the *Guide to Judiciary Policies and Procedures*. presentence format and word processing. Thorough knowledge of the *Guide to Judiciary Policies and Procedures*.
- Proven track record of operational excellence and completion of all duties in a timely manner.
- Proven record of the ability to execute plans, policies, and procedures.
- Ability to build trust and confidence with staff.
- Strong leadership skills.
- A focus on officer safety and wellness.

- Demonstrated ability to work effectively in a team environment.
- Capability of dealing skillfully with others in professional work relationships.
- Mature judgment, ability to work with and develop a diverse staff.

### **Specialized Experience**

Additional qualifications that are preferred include:

- Five years' federal probation office experience with exposure to pretrial and presentence investigations and the supervision of defendants and offenders.
- Previous management experience, education, or relevant to probation office operation.
- Participation in administrative process through active committee membership or special assignments.
- Execution of training plans, projects, policies, and procedures.
- Experience in training staff on policy and procedural matters or case management issues.
- Graduate degree in a field relevant to corrections or management.

### **Benefits**

Federal employees are entitled to federal benefits such as health, dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in a defined benefit plan the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE), and up to 5% matching contributions on retirement savings through the Thrift Savings Plan (401k equivalent). Generous accrual of paid time vacation and sick leave and 11 paid holidays per year. Commuter subsidies for public transportation to and from work. Extensive online training options and in-person training and professional conferences, funds permitting.

### **Miscellaneous**

Only qualified applicants will be considered for this position. Applicants must be United States Citizens or eligible to work in the United States and currently United States Probation Officers. Expenses associated with travel for interviews or relocation will not be reimbursed. Qualified applicants selected for interviews will be tested and interviewed before the entire management team.

The selectee will be subject to ongoing random drug screening, periodic background reinvestigation every five years, and may be subject to subsequent fitness-for-duty evaluations as deemed necessary by the Chief U.S. Probation Officer for reasonable cause at any time. The medical requirements and essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at: <http://www.uscourts.gov/fedprob/system.html>. Pre-

employment medical examinations for current Federal Probation and Pretrial Services officers are at the discretion of the Chief U.S. Probation Officer and may or may not be required.

All court employees, including probation officers, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. §3602(a).

Commencing on the date of her/his formal promotion/entry on duty, the selectee must complete a one-year probationary period.

The Southern District of Iowa U.S. Probation Office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

Reference checks with current and former employers will be conducted on top candidates.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

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### **For Consideration**

Qualified applicants should submit a cover letter, resume, AO78 form, and most recent performance assessment. The cover letter should address the following: What do you believe the S/IA Probation Office needs to do improve at the supervisory USPO level?

Email all documents as a single pdf to: [melinda\\_sosa@iasp.uscourts.gov](mailto:melinda_sosa@iasp.uscourts.gov). Any inquiries regarding the posting, the application process, or follow up calls should be directed to Melinda Sosa, Administrative Manager, via e-mail.

**The Southern District of Iowa is an Equal Employment Opportunity Employer**