



**UNITED STATES DISTRICT COURT  
DISTRICT OF MONTANA**

**OFFICE OF PROBATION AND PRETRIAL SERVICES**

---

**VACANCY ANNOUNCEMENT # 01P:2018**

**POSITION:** Deputy Chief Probation and Pretrial Services Officer (Type II)

**DATE OPEN:** October 12, 2017

**CLOSING DATE:** October 27, 2017 - Extended to December 29, 2017

**APPOINTMENT DATE:** TBD

**DUTY STATION:** TBD

**SALARY RANGE:** JSP 14 to JSP 16 (\$101,409 – \$172,100)  
Salary at appointment based on experience and qualifications

The Deputy Chief Probation and Pretrial Services Officer (Type II) assists the Chief Probation and Pretrial Services Officer (CUSPO) in the administration and management of federal probation and pretrial services in the District of Montana. The Probation Office for the District of Montana has 4 divisional offices and 3 satellite offices, and currently employs 42 officers and 13 support staff. The Judicial District consists of three Article III Judges, three Senior Judges, and three Magistrate Judges.

**Representative Duties and Responsibilities:**

- Participates in the organization and management of the District to insure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers, parolees, and persons on pretrial release.
- Reviews, revises, and updates the District's Continuity of Operations Plan (COOP). Coordinates and oversees necessary resources in the event the COOP is implemented.
- Assists the CUSPO in the formulation, implementation, and modification of operational and personnel policies and procedures in the district.
- Supervises all supervisory, professional, clerical and administrative personnel, directly or indirectly. Pays particular attention to travel, leave, and scheduling of work hours.
- Oversees the implementation of Evidence Based Practices programs including, but not limited to, Cognitive Behavior Life Skills Program and Motivational Interviewing. Responsible for the implementation of required and/or recommended programs and initiatives developed for the ongoing improvement of the operations of the district.
- Participates in the management of the contracting process and preparation of contract funding as it relates to drug, alcohol and mental health services (DATS). Oversees the policy and budgetary

requirements of the district's Location Monitoring Program, which includes pretrial and post-conviction offenders. Assists the CUSPO in monitoring of disbursements, collections, receipts and deposits of funds relating to location monitoring, drug aftercare/alcohol treatment, fine and restitutions.

- Oversees the utilization of PACTS. Reviews monthly and quarterly reports to identify problems, trends, and other issues. Analyses DSS data collected to formulate solutions to problems, which includes modifications to existing and development of new policies, procedures, and/or administrative practices.
- Assists in the evaluation of staffing needs and in the selection of professional and support personnel. Assists in the evaluation, development and supervision of staff. Responsibilities include conducting internal reviews, overseeing travel, leave and work schedules, and administrative work and records. Participates in performance evaluations and, as necessary, improvement plans for all subordinates.
- Identifies training needs within the district.
- Assists in evaluation of space allocation, travel expenses, and purchases of services, equipment and supplies.
- Assists in establishing and maintaining cooperative relationships with other U.S. Probation and Pretrial Services Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include federal, state and local law enforcement, correctional and social service agencies.
- Assists in performing internal office audits on a yearly basis which meets requirements of the internal control procedures manual.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm and morale.
- Communicates effectively with the Clerk of Court's office, judges, attorneys, and other agencies and interested parties regarding office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Participates in public relations which explain probation, pretrial services, and other correctional services to the community.
- Occasionally may perform the duties of a probation or pretrial services officer or supervising probation officer/team leader.
- Performs related duties as required by the CUSPO and the Court.

### **Qualifications:**

To qualify for the position of Deputy Chief Probation and Pretrial Services Officer, a person must have a bachelor's degree from an accredited college or university and possess 6-7 years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

Specialized experience is progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community corrections or pretrial programs. Experience as police officers, FBI agent, customs agent, marshal or similar position, other than any criminal

investigation experience, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

To qualify at JSP-14: Six years of specialized experience, at least one year at the CL-29 level

To qualify at JSP-15: Seven years of specialized experience, at least one year at the CL-30 level.

To qualify at JSP-16: Seven years of specialized experience, at least one year at the CL-31 level.

An individual hired below the target grade (JSP-16) may be eligible for future promotion without competition.

### **Employment Requirements:**

First time appointees to positions covered under federal law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or over who have previous federal law enforcement officer experience and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine eligibility. Retirement is mandatory at age 57. First time appointees must be able to meet the medical requirements and perform the essential job functions of a Probation Officer, as detailed at [www.uscourts.gov](http://www.uscourts.gov). Incumbents are subject to on-going random drug screening.

Applicants must be a U.S. citizen or eligible to work in the United States. First time appointees considered for this position will undergo a full field background investigation and a credit record check. The incumbent will be subject to updated background investigations every five years. The Court requires employees to adhere to the *Code of Conduct for Judicial Employees* (available on request or at [www.uscourts.gov](http://www.uscourts.gov)). Employees are required to use electronic fund transfer (direct deposit) for payroll.

Travel within the District of Montana and outside of the district is required. Applicants must have and maintain a valid driver's license.

Applicants selected for interviews must travel at their own expense. Relocation expenses may be reimbursed.

The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered at will employees.

### **Application Procedures:**

Qualified applicants should submit the following documents:

- A letter of application, which outlines your personal management philosophy and addresses the knowledge, skills, and experience necessary to perform the duties of the Deputy Chief U.S. Probation/Pretrial Services Officer (no more than 2 pages in length);
- A current resume detailing years of specialized experience, including management experience, dates of employment, function managed, and the number and composition of personnel supervised.
- Response to the Supplemental Information requested below.

Only complete applications will be considered. Applications should be marked “CONFIDENTIAL” and submitted to:

Linda Beddow, Administrative Manager  
U.S. Probation  
PO Box 7675  
Missoula, MT 59807

or preferably via email as a PDF attachment to: [linda\\_beddow@mtp.uscourts.gov](mailto:linda_beddow@mtp.uscourts.gov)

The Court reserves the right to amend or withdraw any announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the CUSPO may elect to select a candidate from the original qualified applicant pool. The United States District Court is an Equal Opportunity Employer.

---

#### **SUPPLEMENTAL INFORMATION:**

Please outline your specific knowledge, skills, and abilities as they relate to the following areas of management:

- Specific expertise in the areas of investigative work, report writing, and supervision of offenders/defendants.
- Budget and Facilities Management
- Human Resources Management
- Policy Research and Development
- IT systems and programs specific to U.S. Probation
- Experience with DATS and Location Monitoring

Please limit your response to 4 typed pages, single spaced.