



**UNITED STATES DISTRICT COURT
DISTRICT OF MONTANA
OFFICE OF PROBATION AND PRETRIAL SERVICES**

VACANCY ANNOUNCEMENT #01P:2020

**Russell E. Smith Courthouse
Missoula, MT**



**Nestled in the Northern
Rockies of Montana,
surrounded by seven
wilderness areas and at the
confluence of three rivers,
Missoula is an outdoor
enthusiast's dream.**



**Hiking, rock climbing, fishing,
bicycle riding, cross country
and downhill skiing,
horseback riding, kayaking,
rafting, and golfing are some
of the popular outdoor
activities.**



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

DATE OPEN: January 6, 2020

CLOSING DATE: January 27, 2020

APPOINTMENT DATE: March 2020

DUTY STATION: Missoula, MT (preferred) or Great Falls, MT

SALARY RANGE: JSP 14 to JSP 16 (\$107,807– \$181,500)

- Salary at appointment based on experience and qualifications
- Salary range does not reflect the 3.1% pay adjustment for federal employees which took effect January 1, 2020

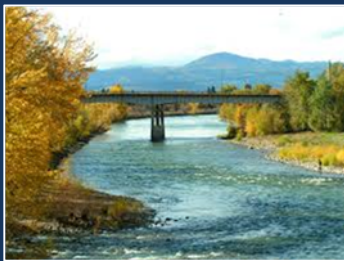
The Deputy Chief Probation and Pretrial Services Officer (Type II) assists the Chief Probation and Pretrial Services Officer (CUSPO) in the administration and management of federal probation and pretrial services in the District of Montana. The Probation Office for the District of Montana has 4 divisional offices and 3 satellite offices, and currently employs 44 officers and 15 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 Probation Office 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.
- Assists in the review and revision of 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 policies and procedures in the district. Assists the CUSPO with the application of personnel policies.
- Supervises all supervisory, professional, and clerical personnel, directly or indirectly. Pays particular attention to travel, leave, and scheduling of work hours.
- Coordinates regularly with the Court's Administration Services Division (ASD) to ensure that the Probation Office's administration needs are satisfied by the ASD. Participates in the recruitment and selection of ASD staff.
- 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.



Missoula is the setting for the 1976 fly-fishing novella by Norman Maclean, *A River Runs Through It*.



A journey 150 miles north of Missoula lands you among the jagged cliffs, glacier-fed lakes, and breathtaking scenery of Glacier National Park.



- 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 of funds relating to location monitoring, drug aftercare/alcohol treatment, fines and restitutions.
- Oversees the utilization of PACTS. Reviews monthly and quarterly reports to identify problems, trends, and other issues. Analyzes 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.
- Participates in the internal office audits on a yearly basis as required by 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 a minimum of six years of specialized experience.

Specialized experience is progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community corrections or pretrial programs. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience.



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Missoula is an art lover's dream come true with its ever-growing community of artists, galleries, festivals, museums, and theaters.



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.

To qualify at JSP-15: Seven years of specialized experience.

To qualify at JSP-16: Seven years of specialized experience.

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 37th 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. Incumbents are subject to ongoing 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). 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 (no more than 4 pages in length) which (1) outlines your personal management philosophy and (2) addresses the knowledge, skills, and experience necessary to perform the duties of the Deputy Chief U.S. Probation/Pretrial Services Officer in relation to the following management areas:
 - Specific expertise in the areas of investigative work, report writing, and supervision of offenders/defendants.
 - Budget and financial management



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- Human resources management
- Policy research and development
- IT systems and programs specific to U.S. Probation
- Experience with DATS and location monitoring
- A current resume detailing years of specialized experience, noting any management experience, dates of employment, function managed, and the number and composition of personnel supervised.
- A completed form [AO 78](#), Application For Judicial Branch Employment.
- Three confidential letters of reference, to be submitted via email to the address below. The letter should be sent from the individual providing the reference and not from the applicant.

Materials must be submitted via email as a PDF document no later than 4:00 p.m. Mountain Time on Monday, January 27, 2020, to:

human_resources@mtd.uscourts.gov
(please use subject line “DCUSPO (applicant’s last name)”)

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw it without prior notice.

The United States District Court is an Equal Opportunity Employer.