



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

James F. Battin Federal
Courthouse
Billings, MT



The largest city in Montana, Billings has twice graced the Best Places to Live Index and is known for its booming oil industry, growing medical sector, spectacular attractions and affordable housing.



Ranked as one of the top 50 cities for cycling, Billings, Montana, is an excellent choice for those who like to get around on two wheels.



Fancy a scenic drive, bike or hike?

VACANCY ANNOUNCEMENT # 05P:2019

POSITION: Supervising U.S. Probation/Pretrial Services Officer
DATE OPEN: June 17, 2019
CLOSING DATE: June 28, 2019
APPOINTMENT DATE: TBD
DUTY STATION: Billings, MT
SALARY RANGE: CL-29 to CL-30 (\$70,965 - \$136,302)

The U.S. District Court, District of Montana, is accepting applications for the position of Supervising U.S. Probation/Pretrial Services Officer (SUSPO) for the Billings division. The SUSPO performs supervisory work related to the full range of probation and pretrial services officer law enforcement duties. The SUSPO directs officers assigned to the monitoring, investigation, and supervision of offenders/defendants. The incumbent will be expected to collaborate in all areas of office management in the Billings office and will supervise support staff.

Representative Duties and Responsibilities:

- Supervise professional law enforcement and support staff in their duties, including establishing and enforcing standards and evaluating performance in a timely manner. Handle minor infractions, establish performance improvement plans, and recommend disciplinary actions as necessary. Confer regularly with staff to provide direction and assistance in case situations and with general operational procedures. Receive, prioritize, and assign work to staff, ensuring that work is assigned fairly and equitably. Monitor time and attendance and evaluate and approve leave requests. Serve as a resource for officers and other staff to assist with performing work successfully and efficiently. Make recommendations regarding new hires, personnel actions, and terminations. Conduct unit staff meetings to identify operational issues and to develop appropriate solutions. Provide training and orientation for new staff members. Identify staff and individual training needs and work with the district Training Officer Specialist to provide training for officers and staff.
- Review and edit written work, including case plans, correspondence, and reports submitted to the court. Ensure that recommendations made by officers to the court adhere to local and national policy and guidelines. Ensure adequate coverage for office activities, court appearances, etc. Conduct audits and review of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Develop recommendations and advise the court on appropriate issues and possible alternatives to detention and/or incarceration. Assist the chief, deputy chief, and other managers in the formulation and modification of organizational

Beartooth Highway, a 68-mile long byway, has been named the most beautiful drive in America.



Billings has an ever-growing community of artists, galleries, festivals, museums, and theaters.



Billings is 200 miles from our Nation's first national park, Yellowstone.



policies and procedures. Attend and participate in supervisory management meetings.

- Communicate and respond to management requests regarding case operations. Answer procedural questions for judges, staff, and the public. Develop and maintain cooperative relationships with local law enforcement and community service providers. Provide customer service and resolve difficulties while complying with regulation, rules, and procedures. Abide by the [Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Serve as the local liaison with building management to address occupant issues. Attend local safety committee meetings on behalf of the probation office.
- Perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising offenders/defendants. Assume responsibility for case management of emergency situations in the absence of probation officers. Travel within the District of Montana and outside of the district is required.
- Perform related duties and special projects as requested by the chief or deputy chief probation officers.

Qualifications, Pay, and Job Requirements:

Applicants must have a minimum of three years of experience as a full performance U.S. probation officer (CL-28) in order to qualify at the CL-29 level. In order to qualify for appointment at CL-30 the applicant must have at least one year of experience at the CL-29 level. If appointed at CL-29, the incumbent is eligible for non-competitive promotion to CL-30 after one year, pending acceptable job performance.

Applicants must have a history of meeting all probation/pretrial services officer job performance standards and may not be under a performance improvement plan or any other disciplinary action. The incumbent will continue to be subject to random drug screening and five-year background checks, must continue to meet all officer job requirements, and maintain a valid driver's license.

Application:

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 SUSPO (no more than 2 pages in length);
- A current resume detailing experience, including management experience, dates of employment, functions managed, and the number and composition of personnel supervised.

Email applications as PDF attachments to Linda Beddow, Administrative Manager at 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.