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

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.

VACANCY ANNOUNCEMENT #09P:2019

POSITION: Chief United States Probation and Pretrial Services Officer

DATE OPEN: October 21, 2019

CLOSING DATE: November 15, 2019

APPOINTMENT DATE: January 2020

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

SALARY RANGE: JSP 15 to JSP 17 ($ 123,298 - $166,077)
Salary based on experience and qualifications

The Chief Probation and Pretrial Services Officer is a high-level management position which functions under the administrative direction of the District Executive and the Chief Judge of the Court. The incumbent is responsible for administration and management of all daily operations of federal probation and pretrial services within the District of Montana.

Representative Duties and Responsibilities:

- Organizes the Probation and Pretrial Services Office to ensure expeditious handling of investigative work including effective case supervision of pretrial and presentence defendants, probationers and persons on supervised release.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole and Sentencing Commissions requirements for the administration of probation services.
- Makes specific recommendations to the Court regarding policies, procedures, guidelines, and standards to ensure an appropriate level of service delivery.
- Establishes and maintains cooperative relationships with the District and Bankruptcy court units.
- Selects and recommends to the District Executive candidates for appointment as probation officers as well as non-officer personnel. Provides specific recommendations to the District Executive in all other personnel matters, including promotions, salary increases, disciplinary actions, and dismissals.
- Manages the staff of the office. Ensures all personnel are carefully selected and adequately trained. Provides qualitative and quantitative measures of work performance and assures accountability with minimal interference to service delivery; utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Administers continuing in-service training programs to ensure high-quality service delivery.
- Promotes and ensures a safe and harassment-free work environment and fosters other conditions that encourage staff commitment, enthusiasm, and positive morale.
- Collaborates with the District Executive in preparing the operating budget. Makes estimates of personnel, space allocation, and operating allowance needs.

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.

Responsible for ensuring adequate space, equipment, and supplies for the operation of the office. Approves requisitions and certifies vouchers for payment. Maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment and supplies.

- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels.
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment of persons under supervision.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional and social service agencies to ensure the best correctional practices are utilized.
- Responsible for the oversight of the district's firearms, offensive response tactics, and staff safety programs with special attention to preventing and managing hazardous office and field incidents.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of probation or pretrial services officers, or supervise probation or pretrial services staff.
- Performs related duties as required by the Court.

Qualifications:

To qualify for the position of Chief Probation and Pretrial Services Officer, a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience earned after the bachelor's degree has been issued. To qualify for appointment above JSP-16 a person must also possess three years of substantial management experience earned after the bachelor's degree has been issued.

Specialized experience is progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction 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.

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-term planning.

Court-Preferred Skills:

These additional qualifications, skills, and experience are preferred, but not required:

- A graduate degree in a closely related field received from an accredited university.
- Substantial high-level management experience in financial management, oversight of information technology and human resources functions, and in long- and short-range planning.
- Proven skills in problem solving, resources management and staff motivation. Excellent organizational leadership and management skills. Excellent

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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.

analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner, and well-versed in work place technology.

- Comprehensive knowledge of and substantial experience in all areas of the operation and management of a federal probation and pretrial services office. Knowledge of U.S. Sentencing Guidelines, applicable statues and case law, and Federal Rules of Criminal Procedure. Knowledge of evidence-based and re-entry initiatives which clearly link to current and future operations and activities.

Employment Requirements:

Applicants 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 on-going random drug screening.

First time appointees to positions covered under 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.

An applicant must be a U.S. citizen or eligible to work in the United States. Prior to appointment, applicants 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*.

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 at the discretion of the Court and subject to the availability of funds.

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 the applicant's personal management philosophy (no more than three pages in length);
- A current resume detailing the applicant's years of specialized experience, including 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.

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- 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 Friday, November 15, 2019, to:

human_resources@mtd.uscourts.gov
(please use subject line "CUSPO (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.