



Job Announcement
No. PO-03192018A

UNITED STATES PROBATION
AND PRETRIAL SERVICES OFFICE
WESTERN DISTRICT OF MISSOURI

Position: Supervisory United States Probation Officer

Location: Kansas City, Missouri (1-2 positions)

Salary Range: CL 29 (\$70,022 - \$114,177)
CL 30 (\$83,000 - \$134,897)
(Commensurate with experience)

Opening Date: 03/19/2018

Closing Date: 04/02/2018

Open to all current United States Probation & Pretrial Officers

The U.S. Probation and Pretrial Services Office, Western District of Missouri, is accepting applications for the position(s) of Supervisory U.S. Probation Officer. This position(s) is open to current probation officers in the federal judiciary. The position(s) is located in the Kansas City office, and reports directly to the Deputy Chief USPO. While subject to rotation based on the district's needs and objectives, the focus of this position is pretrial, presentence, and post-conviction supervision.

REPRESENTATIVE DUTIES:

- Assigns and schedules investigations, supervision cases, and other related case work to officers. Reviews and evaluates bond reports, presentence reports, violation reports, other court reports, case supervision plans, and correspondence to ensure adherence to existing policies, procedures and guidelines and to ensure accuracy, quality and timeliness.
- Confers regularly with probation officers. Provides direction and assistance to the officers to improve investigative, supervision, and writing skills. Assists probation officers in meeting the needs of defendants and offenders with complex problems and circumstances. Provides leadership in the development of pretrial release options, sentencing alternatives, utilization of community resources, and application of professionally sound case

management principles.

- Assesses the adjustment of individuals under supervision in consultation with the assigned probation officer. Assists in decision-making for recommendations, including modification, extension, early termination, or revocation of supervision. Approves all recommendations to the Court, Bureau of Prisons, and U.S. Parole Commission.
- Assures continuing staff development by recommending and, in consultation with the Training Specialist and senior management, planning and implementing orientation and in-service training.
- Assumes the responsibility for emergency situations arising with bond investigations, presentence investigations, caseloads, and search team activities in the absence of probation officers.
- Conducts unit staff meetings to disseminate information, identify performance and operational problems, and to develop appropriate solutions.
- Shares with other managers the responsibility of promoting staff morale and encouraging loyalty and enthusiasm; maintains a supportive atmosphere for staff utilization of management personnel and resources.
- Mentors and trains specialists and officers.
- Evaluates the performance of probation officers on a regular basis.
- Serves as a major communication catalyst and link between line staff and the administration, assuring implementation of administrative direction while concurrently providing information to the administration for future action.
- Participates with the Chief, Deputy Chief, and Assistant Deputy Chief Probation Officers and other administrative staff in development of programs and policies to increase the effectiveness of the office.
- Develops understanding and cooperative relationships with judges, the court family, other law enforcement, the U.S. Attorney's Office, the Bar, community partners, and the public.
- Responsible for the time, attendance, and accountability of the unit, and supervises field travel to include review and approval of all travel logs of officers in the unit.
- Performs other related duties as required by the Chief, Deputy Chief, and Assistant Deputy Chief Probation Officers.

JOB REQUIREMENTS: The ideal candidate will have the following knowledge, skills and

abilities: broad knowledge of the roles, responsibilities, and relationships among the federal courts, Bureau of Prisons, and Parole Commission; thorough knowledge of pretrial procedures and the Bail Reform Act; thorough knowledge of the sentencing guidelines and applicable case law; thorough knowledge of investigative and supervision techniques; a proven track record of technical excellence in investigations and supervision; ability to build trust and confidence with staff; strong leadership skills, initiative, creativity, and flexibility; demonstrated ability to work effectively in a team environment; mature judgment and ability to work with and develop diverse staff; a service viewpoint recognizing the need for contributions to the local and national systems; a strong work ethic and integrity; and a commitment to continuing education and following the vision of the U.S. Probation System and its Charter for Excellence.

The candidate should possess the ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts, and skill in applying various statutes and implementing regulations. He/she must have the ability to communicate orally and in writing, both clearly and concisely, with a variety of persons such as judicial officers, attorneys, and defendants and offenders. A working knowledge of legal research techniques, database and spreadsheet software, and word processing applications in a Windows environment is also required.

QUALIFICATIONS: Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, and is required for all probation officer positions. A master's degree is highly preferred.

Applicants must have at least **six years' experience** as a U.S. Probation Officer, excellent analytical, case management, and communication skills, and the ability to work well with others and support and promote the mission of the organization, and the goals and objectives determined by management. The district is seeking candidates who have either completed the Federal Judicial Center's Leadership Development Program or who are actively working toward completion of the program. However, candidates who have not yet been accepted to the Program may satisfy this requirement by seeking such acceptance at the earliest opportunity, post-hire.

CL-29	To qualify at the CL-29 level, the applicant must possess a minimum of three years of specialized experience, including at least one year as a CL-28 Probation/Pretrial Services officer in the U.S. Courts.
CL-30	To qualify at the CL-30 level, the applicant must possess a minimum of three years of specialized experience, including at least one year as a CL-29 Probation/Pretrial Services officer in the U.S. Courts.

CONDITIONS OF EMPLOYMENT: A United States Probation Officer must have completed a successful OPM background investigation, which is required for employment. Reinvestigations are conducted every five years. Applicants considered for this position will undergo random drug screening throughout the term of employment.

APPLICATION PROCESS:

To apply for this position, applicants must submit:

- ▶ a cover letter, which addresses the following in narrative form:
 - **Your views on the most important qualities of an effective supervisor.**
 - **Leadership initiatives you have undertaken or other projects completed which demonstrate these qualities and how your skills match the requirements of the position.**
- ▶ your resume
- ▶ the names and contact information for three references

You must submit **ALL** of the requested documents or information by 04/02/2018 to be considered for this opportunity. Failure to submit any of the items requested above may prevent the Court from considering your submission.

Please submit application materials via email in a PDF format to:

United States Probation Office - WDMO
Attn: Michele R. Nelson
Michele_nelson@mow.uscourts.gov