



Notice of Career Opportunity



U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania

Position Title: Supervisory U.S. Probation Officer
Vacancy Number: 20-07
Opening Date: March 27, 2020
Closing Date: Open Until Filled (More than one position may be filled)
Duty Station: Pittsburgh, PA
Salary Range: CL 30 (\$88,806- \$144,327)

Preference Given to Applications Received by April 15, 2020 at 5 pm EDT

Probation and Pretrial Services Office:

The District's jurisdiction encompasses the 25 western counties of Pennsylvania, with branch offices located in Erie, Johnstown and Pittsburgh. The U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania provides services to United States District Judges, United States Senior District Judges, United States Magistrate Judges and approximately 80 employees. The Probation Office headquarters is located in the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA 15219.

Job Summary:

The Supervisory Probation Officer reports to the Assistant Deputy Chief Probation Officer, the Deputy Chief Probation Officer or the Chief Probation Officer.

The U.S. Probation Office for the Western District of Pennsylvania is seeking an accomplished and self-motivated individual with excellent interpersonal skills and strong work-ethic for the position of Supervisory U.S. Probation Officer in **Pittsburgh, Pennsylvania**. In this role, high importance is placed on an individual who will embrace our mission and committing themselves to and believing in our vision of working together creatively to transform lives, enhancing the safety of our community. The successful individual must be able to thrive in an environment that promotes teamwork and professional enrichment where we commit to the worth and dignity of all people, defending their right to be treated with fairness and respect, and believing that all people are capable of positive change through the use of evidence-based practices.

Representative Duties:

The incumbent will maintain regular supervisory responsibilities, including daily administrative and technical supervision of a unit of probation officers.

- Supervises probation officers, technical, and support staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions.

- Assesses and documents officer's performance against established goals and objectives within specific rating periods.
- Participates in making recommendations of personnel actions such as work improvement plans, grievances, promotions, and other human resources functions to the assistant deputy chief, deputy chief, or chief probation officer.
- Confers regularly with staff to provide direction and assistance in case situations and with general operational procedure.
- Receives, prioritizes, and assigns work to staff, ensuring that work is assigned fairly and equitably. Establishes schedules and deadlines for completion of work.
- Reviews and edits written work, including case plans, correspondence, and reports submitted to the court. Ensures that recommendations made by officers to the court adhere to local and national policy guidelines.
- Ensures adequate coverage for office activities, court appearances, etc.
- Develops recommendations and advises the court on appropriate issues.
- Assists senior managers in the formulation and modification of office management policies.
- Communicates and responds to management requests regarding case operations. Answers procedural questions for judges, staff, and the public.
- Provides customer service and resolves difficulties while complying with regulations, rules, and procedures. Abides by the Code of Conduct for Judicial Employees and court confidentiality requirements.
- Demonstrates sound ethics and good judgement at all times. Handle confidential and sensitive information appropriately.
- Performs all duties of a probation officer, including investigating and/or supervising offenders/defendants.
- Serves as a resource officer for officers and other staff to assist with performing work successfully and efficiently.
- Develops and implements training programs for officers and staff.
- Provides training and orientation for new staff members.
- Monitors time and attendance, evaluates, and approves leave requests.
- Travel may be required.
- Other duties as assigned.

Preferred Knowledge, Skills, Abilities, Education:

- Understanding of federal statutes, sentencing guidelines, and relevant case law.
- Excellent oral and written communication skills.
- Understanding of core correctional practices and risk-based supervision.
- Demonstrated ability to effectively lead and manage a team of professionals.
- Master's Degree is preferred.

Qualifications:

In addition to a Bachelor's Degree, the applicant must possess a minimum of three years of specialized experience, including at least one year as CL 29 Probation/Pretrial Services Officer in the U.S. Courts.

Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as pretrial services, probation, parole, corrections, criminal investigations, or work in substance abuse/addiction treatment, mental health treatment, or social work/services. This specialized experience must have included progressively responsible administrative, technical, professional, supervisory

or managerial experience that provided an opportunity to gain: skill in developing the interpersonal work relationship needed to lead a team of employees; the ability to exercise mature judgment; and, knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation Office.

Benefits:

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, optional long term care and long term disability, optional vision, optional dental, annual/sick leave, federal holidays and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

How to Apply:

Applicants who meet all qualifications must submit the following items in PDF format online: <https://www.pawp.uscourts.gov/careers>

- Letter of interest
- Detailed resume including education, previous employment and salary history
- Your two most recent performance evaluations
- Application for Judicial Employment (AO78) available on our website

Disclosures:

- Applicants must be United States Citizens or eligible to work in the United States.
- U.S. Probation reserves the right to modify the conditions of this job announcement or withdraw the announcement. More than one position could be hired from this posting. If a subsequent vacancy of the same position type becomes available within a reasonable time of the original announcement, the U.S. Probation & Pretrial Services Office may elect to select a current candidate from the original qualified applicant pool.
- Current U.S. Probation Officers are not required to undergo a medical examination or the initial OPM background investigation. All other selectees considered for this position will undergo a complete background investigation, medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, employees are subject to ongoing random drug screening and updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.
- Reimbursement for travel and expenses is not authorized.
- A driver's license is required to conduct work. A valid driver's license is required.
- This office may contact references on top candidates and may contact former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- This Court is an Equal Opportunity Employer.
- No phone calls please.