



**United States Probation Office
District of Rhode Island
Two Exchange Terrace
Providence, RI 02903**

CAREER OPPORTUNITY

Position	Supervising United States Probation Officer
Announcement #	17-15
Date Opened	January 26, 2018
Closing Date	February 16, 2018, by close of business
Location	United States Probation Office, Two Exchange Terrace, Providence, Rhode Island
Classification/ Salary Range	CPS 29/30 \$77,105 – \$148,119, based on qualifications and experience
Position Summary	<p>The United States Probation Office for the District of Rhode Island is looking for a Supervising Probation Officer to join our management team. We are seeking a motivated individual to serve in a critical leadership position within the office. As an integral part of the management team, the Supervising Probation Officer is responsible for driving and measuring organizational excellence, while leading staff, coordinating major office initiatives, and fostering teamwork to achieve common goals.</p>

A Supervising Probation Officer is responsible for the quantity and quality of services provided by a unit of probation officers and support personnel. A supervisor serves as a positive role model, mentor, and coach for staff and has a variety of administrative and operational duties. The incumbent communicates, supports, and enforces the policies and procedures of the district.

We are seeking a third Supervisor. Responsibilities will include overseeing the Pretrial and Presentence Investigations Unit, as well as additional functions to be determined.

Representative Duties	<ul style="list-style-type: none">• Reviews all work in the unit, to include investigative reports, case records, correspondence, or other assignments to ensure timeliness, accuracy, quality, and adherence to all policies, procedures, and guidelines.• Ensures the quality of all work products and takes corrective actions when needed to improve this area.• Regularly evaluates the work performance of probation officers in the unit in an objective, consistent, fair, constructive, and timely manner.• Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences, appropriate delegation, and increasing levels of responsibility and complexity in assignments.• Assumes the responsibility for handling of emergency, high profile, or sensitive supervision or investigative situations.• Regularly conducts unit staff meetings to identify and communicate expectations, discuss and explain policies, resolve group performance issues and/or operational problems, and to develop appropriate solutions. Provides direction and assistance to the officers toward improving investigative, supervision, report writing, and other skills.• Responsible for positive staff relationships and morale within the unit, encouraging and promoting office loyalty, pride, and enthusiasm. Maintains a supportive atmosphere for staff utilization of management personnel and resources. Fosters a positive, participatory work environment and values diversity.• Will work with the officers individually, and as a team, to achieve excellence within the unit by fostering work teamwork and collaboration among the officers to achieve common goals.• Facilitates clear communication between line staff and senior management to effectively implement and accomplish the goals of the office. Assures implementation of the administrative direction as determined by the Chief Probation Officer.
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- Participates with the Chief Probation Officer, Deputy Chief Probation Officer, and other administrative staff in development of programs and policies to increase the effectiveness of the office.
- Monitors field travel, to include review and approval of all travel vouchers of officers in the unit.
- Develops understanding and fosters cooperative relationships with other law enforcement, federal and state government, community service agencies, and the public.
- Performs the duties of a probation officer at times to assist the unit, as well as the entire office.
- Performs all other duties as required or assigned by the Chief Probation Officer.

Qualifications

Minimum Qualifications:

To qualify for the position of Probation Officer, candidates must have completed 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.

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 five years of specialized experience, including at least one year as a CL-29 probation/pretrial services officer in the U.S. Courts.

Specialized experience includes progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skills in developing the interpersonal work relationships needed to lead a team of employees, knowledge of the basic concepts, principles, and theories of management, and the ability to understand the managerial policies applicable to the judiciary unit involved.

Preferred Qualifications:

Five years of federal pretrial services or probation office experience with exposure and expertise in investigations and the supervision of defendants. Previous management experience, education, or training relevant to probation/pretrial services office operations. Participation and proven track record in administrative processes through active committee memberships or special assignments. Experience in training staff on policy and procedural matters or case management issues. Participation in the Federal Judicial Center's Leadership Program. If the successful candidate has not completed this program, or a similar leadership/management program, they will be encouraged to do so upon selection.

The successful candidate will also display knowledge of federal law and the criminal justice system particularly as it relates to federal probation, pretrial services, and parole policies and procedures. They will also display skills in investigative techniques, and in investigating offenders'/defendants' backgrounds, activities, and finances, and determining the legitimacy of their income. The successful candidate will exhibit an understanding of the *Bail Reform Act*, sentencing guidelines, statutes, *Federal Rules of Criminal Procedure*, applicable case law, and changes in the law.

Personal Characteristics

As substantial personal contact with Judicial Officers, staff, the public and other agencies is required, successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and consistent. Successful candidates must be flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines. The successful candidate will have unquestioned character, integrity, and reliability. Strong written and verbal communication skills are required. The successful candidate will be able to maintain confidentiality of sensitive personnel and other key/sensitive information and have excellent judgment. The successful candidate must be able to manage multiple priorities, projects, and assignments with a positive attitude and outcome.

Maximum Age and Medical Requirements Applicants must be a United States Citizen or eligible to work in the United States. Because Probation Officers are covered under Law Enforcement Retirement provisions as defined in Title 5, United States Code, Chapters 83 and 84, applicants must be under the age of 37 when hired and must meet stringent physical requirements.

Incumbents will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Benefits U.S. Probation Officers participate as hazardous duty law enforcement officers under the Federal Employees Retirement System (FERS). U.S. Probation employees are Judicial branch employees and work for the U.S. Courts. Employees of the U.S. Probation Office are "At Will Employees" and are required to adhere to a Code of Conduct for Judicial Employees. Employees are entitled to the accrual of 13 to 26 days of annual leave based on years of service, as well as 13 days of sick leave per year. There is optional enrollment in federal health insurance, group life insurance, long term care options, long-term disability insurance, flexible spending program (pre-tax flexible spending for health care and dependent care) and a tax deferred Thrift Savings Plan. There are 10 paid federal holidays per year. Creditable time in service in other federal agencies, or the military will be added to judiciary employment when computing employee benefits. This position is subject to mandatory electronic funds transfer (direct deposit) participation of salary payments.

Application Process Qualified applicants should submit an original:

- Letter of interest, which addresses qualifications, skills, education and experience necessary to perform the duties of the Supervising U.S. Probation Officer;
- Detailed resume;
- Completed Application for Judicial Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>); and
- Copies of your last two (2) performance evaluations.
HR@rip.uscourts.gov.

*Please include #17-15 in the subject line.

Please note: Incomplete application packets will not be considered.

Selected applicants will be contacted for an interview.

The United States Probation Office reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER