



UNITED STATES PROBATION AND PRETRIAL SERVICES DISTRICT OF ALASKA

VACANCY ANNOUNCEMENT

Position Title:	Supervisory U.S. Probation Officer (Presentence Unit)
Terms of Employment:	Full-time, Excepted Service
Position Location:	Anchorage, Alaska
Announcement Number:	USPO 23-08
Salary:	CL 29 (\$88,806 - \$144,355 plus 2.01% COLA) CL 30 (\$104,946 - \$170,579 plus 2.01% COLA) <i>Classification level (CL) and salary ranges are determined by prior experience. If filled at CL 29, there is promotion potential to CL 30 without further competition. A relocation bonus for the selected candidate may be applicable and is negotiable.</i>
Announcement Date:	November 15, 2023
Closing Date:	November 29, 2023

POSITION OVERVIEW

The U.S. Probation and Pretrial Services Office for the District of Alaska is accepting applications for the position of Supervisory U.S. Probation Officer. The candidate will supervise the U.S. Probation officers in the Presentence Unit and is responsible for the quantity and quality of all presentence services. Our fast paced, innovative environment will provide opportunities for challenging and rewarding work as a member of our leadership team. This position is open to current U.S. Probation/Pretrial Officers both within and outside the District of Alaska.

Supervisory U.S. Probation Officers administratively and technically supervise probation officers, probation officer specialists, and probation officer assistants, and administrative staff. Probation officers serve in a judiciary law enforcement capacity, assist in the fair administration of justice, promote community safety, gather information, supervise defendants and offenders, interact with collateral agencies, conduct investigations, prepare reports, and present recommendations to the Court.

MISSION STATEMENT

We believe people can change. We provide quality service to the courts and meaningful opportunities to improve lives, families, and community safety.

The United States Probation and Pretrial Services Office for the District of Alaska is committed to the goals, mission and values of the [United States Probation and Pretrial Services Charter for Excellence](#).

REPRESENTATIVE DUTIES

- Serve as a liaison between senior management and line staff to ensure the district vision, mission, and values are communicated and reflected in the staff's service to the court and community.

- Supervises professional law enforcement staff, establishes standards, and assigns work fairly and equitably; ensures adequate resources and coverage are available for investigative and supervision services.
- Assigns and schedules all investigative and supervision case work to the U.S. Probation Officers in the Presentence Unit.
- Reviews and evaluates all work in the unit including presentence investigation reports, case records, and correspondence to ensure maintenance of service delivery and adherence to existing policies, procedures, and guidelines.
- Confers regularly with officers; provides coaching, direction, and assistance towards improving investigative, supervising, and writing skills. Provides leadership in the development of sentencing alternatives, utilization of community resources, and the application of professionally sound case management principles.
- Manages and assists in the formulation, implementation and modifications of supervision programming and subsequent policies and procedures for the offender and defendant population that encourages the use of evidence-based practices (i.e., re-entry programming, workforce development, cognitive behavioral therapeutic programming, etc.) or evidence-based sentencing concepts.
- Determines the adjustment of offenders under supervision in consultation with the assigned officer; assists in decision making for recommendations early termination, extension of supervision, and probation revocation; approves all recommendation to the court or U.S. Parole Commission for issuance of a warrant or summons for revocation.
- Staff cases regularly with officers to provide direction, assistance, and serve as a resource.
- Monitors time and attendance; and evaluates and approves leave requests.
- Reviews and edits investigative and supervision work to ensure accuracy, quality, timeliness, adherence to statutes, policies, procedures, and guidelines.
- Leads and champions evidence-based practices within the district.
- Provide ongoing staff development for officers. Establish performance objectives and standards and prepare performance appraisals for staff.
- Assists officers in meeting the needs of defendants with complex problems and circumstances; provides leadership in the development of alternatives, utilization of community resources, and the application of professionally sound case management principles.
- Assists the executive leadership team and other managers in development of programs and policies to increase the effectiveness of the office.
- Leads by example and strives to create and maintain an exemplary work environment; models positivity, team orientation, and professionalism; encourages a culture committed to continuous learning, staff development, and wellness.
- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrates sound ethics and mature, professional judgment, and serve as a neutral officer of the court.
- May carry a reduced caseload to include supervising clients, interacting with collateral agencies, conducting investigations, preparing pretrial and presentence reports, and presenting recommendations to the court, as directed by senior management.
- Develops understanding and cooperative relationships with other law enforcement and community service agencies.
- Explains probation, supervised release, parole, and other correctional services to public and civic groups.
- Travel may be required to perform job duties.
- Perform other duties as assigned.

QUALIFICATIONS

Must be a current judiciary employee. 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, public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position and required for all probation officer positions.

By the closing date of this announcement, **to qualify at the CL-29 level**, the applicant must possess a minimum of three years of specialized experience as a United States Probation Officer, including at least one year at the CL-28 level.

By the closing date of this announcement, **to qualify at the CL-30 level**, the applicant must possess a minimum of three years of specialized experience as a United States Probation Officer, including at least one year at the CL-29 level.

SPECIALIZED EXPERIENCE

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required. Experience in closely allied field such as education, guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional research may constitute a portion of the specialized experience.

COURT PREFERRED QUALIFICATIONS

- Progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships 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.
- A graduate degree in a closely related field from an accredited university.
- Demonstrate excellent organizational and time management skills with the ability to balance the demands of a varying workload responsibilities and deadlines.
- Demonstrated history of leadership which fosters and supports ideas and opinions, shared in a professional manner, to ensure continued growth and inclusion of all staff with the ability to motivate others.
- Excellent oral and written communication skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, and concise manner.
- Demonstrated the ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.

MEDICAL REQUIREMENTS AND BACKGROUND INVESTIGATION

U.S. Probation & Pretrial Services Officers transferring from another district are not required to undergo a medical examination, drug testing, or have an initial OPM background investigation. However, all applicable standards for the medical and for the background reinvestigation apply. The Chief U.S. Probation Officer may, at his discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions,

as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined as part of the recruitment process.

HOW TO APPLY

Applicants must email the following items in a **single PDF document** to HR@akd.uscourts.gov in the following order:

- Cover letter explaining your interest in pursuing this position and detailing your specialized experience, preferred qualifications, and steps you have taken to prepare for this position.
- Chronological resume.
- Three professional references.
- Two most recent performance evaluations.
- Completed application [Form AO78 - Application for Judicial Branch Federal Employment](#)
- Title the pdf document as follows: **Last Name - First Name – USPO 23-08 SUSPO Presentence**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. The United States Probation and Pretrial Services Office for the District of Alaska is an Equal Opportunity Employer.