



The United States District Court
for the Northern District of Iowa
Announces a Promotional Opportunity at the
United States Probation & Pretrial Services Office

PROMOTIONAL OPPORTUNITY

Position: Supervisory United States Probation Officer- VA 25-01

LOCATION: Sioux City, Iowa

CLASSIFICATION LEVEL (CL): CL29-CL30

- *This position is intended as a promotional opportunity for current Northern District of Iowa Probation staff; however, qualified candidates from other districts may be considered.*
- *If incumbent is promoted at a CL29, promotional potential to a CL 30 without further competition is possible, and is based on experience and performance, at the discretion of the Chief U.S. Probation Officer and approval of the Chief Judge.*

SALARY RANGE: \$84,284 - \$161,190

The salary range listed here reflects the full pay scale for this position; however, the incumbent's salary would be set per the district's promotional policy and/or Judicial Guide.

OPENING DATE: January 17, 2025

CLOSING DATE: Open until filled, but priority will be given to applications received by February 10, 2025.

The United States Probation Office, Northern District of Iowa, is accepting applications for Supervisory U.S. Probation/Pretrial Services Officer. Supervisors serve in a leadership role that is collaborative and supportive in an effort to meet the district's goals. Incumbent will cultivate a culture that encourages a productive and positive work environment. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by a Supervisory U.S. Probation/Pretrial Services Officer. **It is intended that the incumbent selected for this position would be assigned as a supervisor in the investigations unit, which may comprise providing supervisory oversight of pretrial investigations and/or presentence investigations. Depending on the District's managerial needs, the incumbent may also provide oversight in areas relating to supervision.**

POSITION SUMMARY:

- Perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising offenders/defendants.
- Supervise professional law enforcement, technical, and/or support staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions.

- Provide training and orientation for new staff members.
- Regularly confer with staff to provide support, direction, feedback, and assistance in case situations and with general operational procedures.
- Serve as a resource for officers and other staff to assist with performing work successfully and efficiently.
- Ensure that recommendations made by officers abide by local and national procedures, statutory provisions, case law, and the United States Sentencing Guidelines.
- Thoroughly review and edit written work (correspondence, presentence reports, bail reports, and judgment orders).
- Prioritize and balance duties pertaining to report review and those pertaining to operation of the unit.
- Conduct unit meetings to convey information and develop appropriate solutions to operational problems.
- Develop and implement training programs for officers and staff.
- Receive, prioritize, and assign work, ensuring that work is assigned fairly and equitably.
- Develop processes to ensure quality control. Continually evaluate processes and procedures to ensure that the work is being produced in the most efficient manner.
- Track and analyze workload data to identify trends and monitor staffing levels.
- Establish schedules and deadlines for completion of work.
- Monitor time and attendance and evaluate and approve leave requests. Ensure adequate coverage for office activities, court appearances, etc.
- Make recommendations regarding new hires, personnel actions, and terminations.
- Assist senior managers in the formulation and modification of office management policies.
- Communicate and respond to management requests regarding case operations.
- Answer procedural questions for judges, staff, and the public.
- Represent the United States Probation Office as a liaison with other agencies.
- Handle confidential and sensitive information appropriately.
- Performs related duties and all other duties as assigned.
- The Supervisory Probation/Pretrial Services Officer may provide district wide supervision to officers in varying units and/or varying offices within the district.

MINIMUM QUALIFICATIONS (for either a CL29 or CL-30):

(Qualifications must be met at the time of application and may be reassessed throughout incumbent tenure)

- Completion of a bachelor's degree from an accredited college or university. An advanced degree in a field closely related to the position is preferred.
- The successful applicant must be mature, responsible, organized, and demonstrate sound ethics and judgment.
- Must also possess a positive attitude, integrity, tact, initiative, and the ability to work with a wide variety of people with diverse backgrounds.
- Must have the ability to interact and communicate effectively, both orally and in writing.
- Ability to utilize time management skills, be detailed-oriented, and have the ability to handle multiple tasks simultaneously.

PREFERRED QUALIFICATIONS:

- Current enrollment or previous certification of Foundations of Management and/or the Leadership Development Program administered through the Federal Judicial Center (FJC).
- Exceptional organizational skills.
- Have a record of displaying good judgment and of being a proven problem-solver who can provide innovative and efficient solutions.

- Strong leadership skills and the ability to effectively coach, develop, direct, and manage employees to ensure a highly skilled, harmonious, service-oriented team.
- Exceptional interpersonal skills in dealing with complex personnel matters which require excellent judgment skills, poise, initiative, and tact.
- An established thorough understanding of PACTS and DSS reports and ability to demonstrate how applicant has used reports to formulate solutions to problems, access trends, and inform practices within their respective discipline (pretrial, presentence, and/or post-conviction).

REQUIRED EXPERIENCE:

In addition to meeting education requirements, for either a CL-29 or CL-30, candidates must also have three years of specialized experience, including at least one year as a pretrial/probation services officer in the U.S Courts.

SPECIALIZED EXPERIENCE:

Specialized experience is defined as: progressively responsible experience, gained *after* completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, social work, or work in substance/addiction treatment. Per national policy, experience as a police officer, custodial, or security officer (other than any criminal investigative experience) does not qualify as specialized experience for this position.

MEDICAL REQUIREMENTS and BACKGROUND CHECKS

All appointments subject to FBI Fingerprint and security clearance background investigation; with periodic reinvestigation, if applicable. In addition, employees 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 also subject to subsequent fitness-for-duty evaluations.

ADDITIONAL INFORMATION:

Mandatory evenings and weekend work is required for supervision activities and/or mission critical tasks. Some training and travel, including overnight stays, is required. May be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.

The U.S. Pretrial Services & Probation Office reserves the right to assign/reassign an employee to any unit (pretrial, presentence, or supervision) and/or specialized area, based on employee qualifications and the needs of the agency.

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All application information is subject to verification. The United States Probation Office reserves the right to check references and contact former employers and subordinates.

This position is subject to mandatory electronic funds transfer for payment of net pay.

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to HR@IANP.USCOURTS.GOV

Subject of Email should read: **25-01 SUSPO**

ALL DOCUMENTS LISTED BELOW MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

1. Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, and skills and abilities of the position.
2. Resume with references

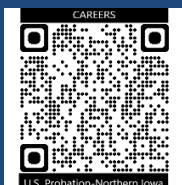
The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at hr@ianp.uscourts.gov. Applicants may view the district's Employment Dispute Resolution (EDR) Plan on our website at <https://www.ianp.uscourts.gov/>.

Judiciary employees serve under excepted appointments and are considered "at will" employees which can be terminated with or without cause by the Court. All court employees are required to adhere to the Code of Conduct for Judicial Employees which is provided to each employee and is available to view here: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Fully appointed U.S. Probation Officer Assistants may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C § 3602(a).

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Interviews and testing may be conducted with finalists. Only applicants who are interviewed will receive a response regarding their application.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to the applicants. More than one position could be hired from this posting. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool. Posting may be continuously posted and/or reposted to address district vacancy needs.



***THANK YOU FOR CONSIDERING
A PROMOTIONAL OPPORTUNITY WITH THE
NORTHERN DISTRICT OF IOWA
UNITED STATES PROBATION OFFICE!***