



## UNITED STATES PROBATION AND PRETRIAL SERVICES WESTERN DISTRICT OF WASHINGTON

### SUPERVISING U.S. PROBATION AND PRETRIAL SERVICES OFFICER

*(Open to current or former U.S. Probation and/or Pretrial Services officers only)*

**ANNOUNCEMENT NUMBER:** 16-WAW-11

**ANNOUNCEMENT DATE:** March 29, 2016

**CLOSING DATE:** April 25, 2016

The U.S. Probation and Pretrial Services Office for the Western District of Washington is currently accepting applications for a Supervising U.S. Probation and Pretrial Services Officer. The assignment to a duty station is at the discretion of the Chief. Frequent travel within the district is required as is some out of district travel.

#### DUTIES AND RESPONSIBILITIES

The purpose of this position is to provide leadership for staff and to support for the decision-making authority of the Chief U. S. Probation and Pretrial Services Officer with a focus on coordination of investigative and supervision services. The SUSPO is responsible for driving organizational excellence while leading and coordinating the major programs of the organization.

#### REPRESENTATIVE DUTIES

- Assigns and schedules work in the unit, ensuring adequate resources are available for investigative and supervision services.
- Reviews and evaluates all investigative and supervision work in the unit to ensure accuracy, quality, timeliness, and adherence to statutes, judiciary and court policies, procedures, and guidelines.
- Leads and champions evidence based practices within the district.
- Confers regularly with probation officers; assists officers in improving supervision, investigative, and writing skills.
- 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.
- Demonstrates, in communication and in action, a strong commitment to furthering the Chief Probation and Pretrial Service Officer's goals.
- Conducts unit staff meetings to provide direction and guidance to staff, identify performance and operational problems, and develop creative solutions.
- Provides clear communication between line staff and senior management to implement and accomplish the goals of the district.
- Evaluates the performance of officers in the unit on a consistent and timely basis.
- Fosters a positive work environment, promoting morale and encouraging dedication and enthusiasm.
- Works collaboratively with a team of U. S. Probation and Pretrial Services supervisors.
- Promotes staff development through training, coaching, and facilitating professional development.

	<ul style="list-style-type: none"> <li>• Develops understanding and cooperative relationships with judges, the court family, other law enforcement, community service agencies, and the public and provides consultation concerning specialized service programs.</li> <li>• Develops programs for enhancing the performance of excellence and service in the unit and the district.</li> <li>• Implements all new or revised policies, procedures, guidelines, or statutes as directed, and communicates the rationale for such implementation to all assigned staff.</li> <li>• Participates in administrative level planning.</li> <li>• Performs additional duties as required by the Chief and Deputy Chief Probation and Pretrial Services Officers.</li> <li>• Knowledge of, and compliance with, the <i>Code of Conduct for Judicial Employees</i> and court confidentiality requirements. Ability to demonstrate sound ethics and mature, professional judgment as an objective, neutral officer of the court.</li> </ul>
<p><b>QUALIFICATIONS</b></p>	<p>To qualify for this position, candidates must have at least three years experience as a U.S. Probation and Pretrial Services officer including at least one year as a CL-28 probation officer in the U.S. Courts.</p>
<p><b>ADDITIONAL QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Broad knowledge of and experience with the criminal justice and U.S. Probation and Pretrial Services systems;</li> <li>• Strong skills in: leadership, flexibility, initiative, listening, courage and creativity;</li> <li>• Ability to build trust and confidence with staff;</li> <li>• Willingly listens and solicits feedback; gives feedback with courage and diplomacy;</li> <li>• Ability to incorporate and analyze data;</li> <li>• Demonstrated ability to work collaboratively within a team;</li> <li>• Capability of dealing skillfully with others in professional work relationships;</li> <li>• Commitment to upholding and promoting district’s mission statement;</li> <li>• Professional written and verbal communication skills;</li> <li>• Ability to exercise mature judgment, discretion, confidentiality and courage;</li> <li>• Commitment to and demonstration of continued professional development;</li> <li>• Strong work ethic and integrity;</li> <li>• Proficient in using technology.</li> </ul>
<p><b>PREFERRED QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Five years experience as a federal probation and pretrial services officer with experience in pretrial, presentence, and post conviction supervision;</li> <li>• Participation in administrative processes through active committee membership or special assignments;</li> <li>• Experience in training staff on policy and procedure matters or case management issues;</li> <li>• Demonstrated interest in professional development and self-improvement;</li> <li>• Master’s degree in a field relevant to corrections or management;</li> <li>• Participation in the Federal Judicial Center’s Leadership Program. If the successful candidate has not participated in the LDP, it is required after promotion.</li> </ul>



occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.