



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

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

**ANNOUNCEMENT NUMBER** 22-WAW-06  
**ANNOUNCEMENT DATE** October 26, 2021  
**CLOSING DATE** November 14, 2021

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.

Our District has three distinct units: a pretrial services unit including supervision, a presentence unit, and a post-conviction supervision unit. There are five offices within the district: Seattle, Tacoma, Tukwila, Everett, and Vancouver. 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.

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.

**QUALIFICATIONS**

- Works collaboratively with a team of U. S. Probation and Pretrial Services supervisors.
- Promotes staff development through training, coaching, and facilitating professional development.
- 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.
- Develops programs for enhancing the performance of excellence and service in the unit and the district.
- Implements all new or revised policies, procedures, guidelines, or statutes as directed, and communicates the rationale for such implementation to all assigned staff.
- Participates in administrative level planning.
- Performs additional duties as required by the Chief and Deputy Chief Probation and Pretrial Services Officers.
- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to demonstrate sound ethics and mature, professional judgment as an objective, neutral officer of the court.
- Three years' experience as a U.S. Probation and Pretrial Services officer including at least one year at the CL-28.
- Broad knowledge of and experience with the criminal justice and U.S. Probation and Pretrial Services systems;
- Strong skills in leadership, flexibility, initiative, listening, courage and creativity;
- Ability to build trust and confidence with staff;
- Willingly listens to and solicits feedback; gives feedback with courage and diplomacy;
- Ability to incorporate and analyze data;
- Demonstrated ability to work collaboratively within a team;
- Capability of dealing skillfully with others in professional work relationships;
- Commitment to upholding and promoting the district's mission;
- Professional written and verbal communication skills;
- Ability to exercise mature judgment, discretion, confidentiality and courage;
- Commitment to and demonstration of continued professional development;
- Strong work ethic and integrity;
- Proficient in using technology.

**PREFERRED QUALIFICATIONS**

- Five years of experience as a federal probation and pretrial services officer with experience in pretrial, presentence, and post-conviction supervision;
- Participation in administrative processes through active committee membership or special assignments;
- Experience in training staff on policy and procedure matters or case management issues;
- Demonstrated interest in professional development and self-improvement;
- Master's degree in a field relevant to corrections or management.

**PREFERRED COMPETENCIES**

- Demonstrates professional maturity, stability, presence, and composure.
- Demonstrates a history of consistently good decision making and problem-solving skills.
- Embraces and promotes diversity to create a more cohesive workforce and accept differences among staff.
- Demonstrates a commitment to continuous learning and development, promoting and pursuing opportunities to develop knowledge and skills.
- Leads consistently with strong ethical core values and beliefs.
- Acts with integrity, transparency, and truthfulness.
- Skilled at listening and obtaining complete and accurate information to assist in decision making.
- Understands the importance of motivation and creating a positive work environment.
- Possesses managerial courage to execute decisive, timely, informed, and at times unpopular decisions.

**SALARY RANGE**

Court Personnel System Classification Level:  
CL29, Step 1 – 61, \$80,729 – \$131,257  
CL30, Step 1 – 61, \$95,411 – \$155,085  
Depending on experience and qualifications.

**PROCEDURES FOR SELECTION**

Qualified applicants are required to submit the following:

- Cover letter and resume
- A narrative statement of 800 words or less answering the following:

Please explain how the following Federal Judicial Center supervisor competencies are reflected in your leadership style:

- Managerial Courage
- Integrity and Trust
- Diversity and Inclusion

Submit completed application packets via e-mail (Word or Acrobat .pdf format) to: [seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

or to:  
Human Resources (22-WAW-06)  
U.S. District Court  
700 Stewart Street, Suite 2218  
Seattle, WA 98101

**BENEFITS**

The District Court offers a generous benefit package, including transit passes, participation in a defined benefit pension plan (the Federal Employees Retirement System), Thrift Savings Plan (similar to a 401K), health and life insurance benefits, flexible spending accounts, and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit [www.uscourts.gov](http://www.uscourts.gov).

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel (for in person interviews) or connect via Zoom (for remote interviews) at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are considered “at will” employees.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

U.S. Probation and Pretrial Services for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

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

***The United States District Court is an equal opportunity employer and values diversity in the workplace.***