

United States District Court District of Oregon Probation Office

JOHN M. BODDEN
CHIEF U.S. PROBATION OFFICER

ANDREA K. NEUMANN
DEPUTY CHIEF U.S. PROBATION OFFICER

HEADQUARTERS
MARK O. HATFIELD U.S. COURTHOUSE
1000 SW THIRD AVENUE, SUITE 340
PORTLAND, OR 97204
(503)326-8600; FAX (503)326-8700



20370 EMPIRE AVENUE, SUITE C-1
BEND, OR 97701
(541)385-4937; FAX (541)385-4939

WAYNE L. MORSE U.S. COURTHOUSE
405 E EIGHTH AVENUE, SUITE 1000
EUGENE, OR 97401
(541)431-4060; FAX (541)431-4069

JAMES A. REDDEN U.S. COURTHOUSE
310 W SIXTH STREET, ROOM 323
MEDFORD, OR 97501
(541)608-8780; FAX (541)608-8789

530 CENTER STREET, NE, ROOM 406
SALEM, OR 97301
(503)399-5715; FAX (503)399-5735

PLEASE REPLY TO PORTLAND

VACANCY ANNOUNCEMENT #19-06

SUPERVISORY U.S. PROBATION OFFICER

Court Personnel System Classification Level: CL 29 – CL 30
Target Grade CL 30

Promotion potential from a CL 29 to a CL 30 without further competition.

Salary range at \$74,111 - \$142,368, depending on experience, qualifications, and current compensation.

OPENING DATE: September 4, 2019

CLOSING DATE: Open Until Filled

THE POSITION

The U.S. Probation Office for the District of Oregon is accepting applications for a Supervisory United States Probation Officer (SUSPO) to be stationed in Portland, Oregon. The SUSPO must have the capability of managing either Presentence or Post-conviction Supervision, or a combination of both. This announcement presently targets a supervision supervising officer. The incumbent performs supervisory work related to the full range of probation officer law enforcement duties. The incumbent is also responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined either in Court Services or Community Supervision units. The Supervisory U.S. Probation Officer will assist the Probation Office in its renewed efforts of creating an outcome-based learning organization that taps human potential through dialogue, accountability, innovative ideas, and personal and professional growth. The incumbent must be committed to lifetime learning and performing as a self-starter as he/she grows in the knowledge, skills, and abilities necessary to excel in this position. The incumbent leads by example and demonstrates mature judgment, technical excellence, policy execution, staff development, and maintains a service-based viewpoint. The incumbent shall be knowledgeable in the full range of operations and services to the Court and public. This position requires integrity, initiative, teamwork, creativity, flexibility, dedication and loyalty to the District's mission. This position is considered hazardous duty, which may require irregular work hours, to include nights, weekends, and holidays. The incumbent may also be expected to travel to divisional offices. More than one position may be filled from this announcement.

Representative Duties:

- Determines the adjustment of individuals under supervision in consultation with the assigned probation officer. Assists in decision making for recommendations for early termination, extension of supervision, and revocation of supervision. Approves all recommendations to the Court or U.S. Parole Commission for the issuance of warrants or summons for revocation.
- 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 adequate coverage for office activities, court appearances, etc. Conducts audits and reviews of case work. Analyzes management reports for efficient distribution of work. Establishes schedules and deadlines for completion of work.
- 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.
- Ensures continuing staff development by fostering evidence-based approaches, 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.
- 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.
- Participates with the management team and other administrative staff in development of programs and local policies to increase the effectiveness of the office.
- Answers procedural questions for judges, staff, and the public. Provides customer service and resolves problems while complying with regulations, rules, and procedures. Abides by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrates sound ethics and good judgment at all times. Handles confidential and sensitive information appropriately.
- Develops understanding and fosters cooperative relationships with other law enforcement, federal and state government, community service agencies, and the public.
- Monitors field travel, to include review and approval of all travel vouchers of officers in the unit.
- Performs any or all duties of a probation officer, including investigating and/or supervising offenders.
- Performs all other duties as required or assigned by the Chief Probation Officer.

QUALIFICATIONS**Minimum Qualifications:**

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. To qualify at the CL 30 level, the applicant must possess a minimum of three years of specialized experience, including at least one year as a CL 29 probation/pretrial services officer in the U.S. Courts.

Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigate experience, is not creditable.

Court Preferred Skills:

- Five years of federal probation or pretrial services office experience with exposure to investigations and supervision.
- Master's degree.
- Previous management experience, education, or training relevant to probation 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 other core 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 required to apply for such a program at the earliest opportunity following selection.

Candidates must also demonstrate:

- Ability to work under pressure with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, and foster high ethical standards.
- Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes offenders, law enforcement, collateral agency personnel at different government levels, and community service providers.

APPLICATION PROCESS

Qualified candidates must submit:

- 1) Letter of Interest (Cover Letter)
- 2) Federal Judicial Branch Application for Employment (AO 78)
- 3) Chronological Resume
- 4) Recent Performance Evaluation
- 5) Three (3) Professional References (Phone and Email Contact)

Complete application packets should be sent via email to hr2@ord.uscourts.gov. All documents should be consolidated into one pdf. You may also send to the address below. Application forms are available on the District of Oregon’s website at <http://www.ord.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

Supervisory U.S. Probation Officer
Human Resources Department
U.S. Probation Office, United States Courthouse
1000 S.W. Third Avenue, Suite 740
Portland, OR 97204-2902

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.

Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.

CONDITIONS OF EMPLOYMENT

- Law Enforcement Officers of the United States Courts serve under “Excepted Appointments” and may be removed only for cause.
- Duty station assignments are at the sole discretion of the Chief Probation Officer.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).

The following conditions apply to candidates for positions with the United States Probation Office:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- Qualified applicants will be subject to preliminary credit, employment, and criminal history background checks.
- An FBI background check is required for all individuals appointed to positions in the Probation Office.
- The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Chief Probation Officer may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

The United States Probation Office for the District of Oregon is an Equal Opportunity Employer.