



*U.S. Probation and Pretrial Services Office  
for the  
Western District of Pennsylvania*



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**Vacancy Announcement #15-04**

Opening Date: December 8, 2014

Closing Date: January 5, 2015

**Supervisory U.S. Probation Officer**

Location: Erie, PA

CL 30 (\$78,122 - \$126,960) Pay Table 01

Based on qualifications and experience

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**Probation and Pretrial Services Office:**

The Probation Office for the United States District Court for the Western District of Pennsylvania provides services to 15 U.S. District Judges and 6 U.S. Magistrate Judges, and covers 25 counties in western Pennsylvania. The Probation Office headquarters is located in the U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA 15219. There are two divisional offices, Erie and Johnstown. This vacancy is in the Erie office. Our office consists of a total staff complement of 68 full-time employees.

**Job Summary:**

The Supervisory Probation Officer reports to the Assistant Deputy Chief Probation Officer or the Deputy Chief Probation Officer. The Supervisory Probation Officer is responsible for administrative supervision of the daily work of presentence, pretrial, or post-conviction supervision officers and specialists. A Supervisory Probation Officer must have the capability to manage a professional staff of six to nine, including establishing standards, evaluating performance, handling minor infractions, recommending disciplinary actions, and conferring regularly to provide direction and assistance in case situations and with general operational procedures and local policies. Regular travel to the Pittsburgh office is required. There will be a one year probationary period.

**Representative Duties:**

- Assign and schedule all work to officers in the unit, ensuring that work is assigned fairly and equitably.
- Monitor time and attendance and evaluate and approve leave requests.
- Provide training and orientation for new staff. Serve as a resource for officers and other staff to assist with performing work successfully and efficiently.
- Make recommendations regarding new hires, personnel actions and terminations.
- Review and edit all work in the unit, including investigative reports, case plans, correspondence, and reports that are submitted to the court, ensuring that recommendations made by probation officers adhere to the local and national policy and guidelines. Ensure adequate coverage for office activities, court appearances, etc. Conduct audits and reviews of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Supervise the field travel to include review and approval of all travel vouchers of officers in the unit.
- Assist in supervising particularly difficult or highly sophisticated offenders as may be required. Determine the adjustment of individuals under supervision in consultation with the assigned officer, assist in decision making for recommendations for early termination, extension of supervision, and probation revocation. Approve all recommendations to the court or parole commission for the issuance of warrants or summons for revocation.
- Assist management in the formulation and modification of office management policies.
- Communicate and respond to upper management requests regarding case operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Responsible for staff dynamics and morale within the unit, encouraging loyalty and enthusiasm. Conduct unit staff meetings to ensure staff are kept apprised of relevant information and have an opportunity to make improvement suggestions or recommendation for the office. Serve as a major communication catalyst and link between line staff and upper management.
- Perform any or all duties of an officer, including investigating and/or supervising.

- When deemed necessary, must be able to work non-traditional hours to meet the needs of the Court.
- Develop understanding and cooperative relationships with other law enforcement and community service organizations.
- Perform related duties as required by the Chief Probation Officer.

**Preferred Knowledge, Skills, Abilities, Education:**

- Expert knowledge of federal statutes, sentencing guidelines, and relevant case law.
- Excellent oral and written communication skills.
- Working knowledge of legal research techniques, database and spreadsheet software, and word processing applications in Windows environment.
- Demonstrated ability to effectively lead and manage a team of professionals.
- Master's Degree is preferred.

**Qualifications:**

In addition to a Bachelor's Degree, the applicant must possess a minimum of three years of specialized experience, including at least one year as CL 28 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 pretrial services, probation, parole, corrections, criminal investigations, or work in substance abuse/addiction treatment, mental health treatment, or social work/services. This specialized experience must have included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain: skill in developing the interpersonal work relationship 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.

**How to Apply:**

Applicants who meet the qualifications *must* submit a cover letter, a resume, and an *Application for Judicial Employment* (AO78), found at <http://www.pawp.uscourts.gov/careers/>. Submit in PDF or Word format to: [pawp\\_resumes@pawp.uscourts.gov](mailto:pawp_resumes@pawp.uscourts.gov) Subject: Vacancy Announcement #15-04 Supervisory U.S. Probation Office (Erie). Failure to follow these instructions will result in disqualification. *Note: All applicants selected for an interview must be prepared to present and discuss one proposal for increasing efficiency and effectiveness in the delivery of probation or pretrial services.*

**Benefits:**

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, long term care, long term disability, optional vision, optional dental, annual/sick leave, 10 federal holidays and periodic salary increases.

**Disclosures:**

- Applicants must be United States Citizens or eligible to work in the United States.
- U.S. Probation 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 without prior notice.
- Only the most qualified persons will be invited to a personal interview.
- Reimbursement for travel and expenses is not authorized.
- A driver's license is required to conduct work. A valid driver's license is required.
- This office may contact references on top candidates and may contact former employers.
- Applicant subject to background investigation, including fingerprinting.
- All employees must adhere to the *Code of Conduct* for judiciary employees.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- This Court is an Equal Opportunity Employer.
- No phone calls please.