

**UNITED STATES PROBATION & PRETRIAL SERVICES
OFFICE DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Supervisory U.S. Probation Officer

POSITION TYPE: Full-Time Temporary (FTT), Excepted Service

ANNOUNCEMENT #: #25-02

LOCATION: Boston and Taunton, Massachusetts

CLASSIFICATION LEVEL: CL 29-30 (\$95,459- \$183,377)*
* Starting salary depending on qualifications and experience.

OPENS: January 31, 2025

CLOSES: Open Until Filled
{Preference to those that apply by 2/21/25}

The United States Probation & Pretrial Services Office, District of Massachusetts, is accepting applicant packets from qualified candidates interested in being considered for a temporary opportunity to serve as a Supervisory United States Probation Officer in Boston and Taunton, Massachusetts. A Supervisory U.S. Probation Officer is responsible for the quantity and quality of all probation services provided by a unit of probation officers and/or other duties as assigned. The temporary appointment to Supervisory Probation Officer is for one year and one day. Throughout the appointment, the needs of the organization will be evaluated to determine if the temporary appointment is to be extended, made permanent, or terminated. The selected candidate will not be required to further compete if the position is extended or made permanent. This vacancy is open to current U.S. Probation & Pretrial Services Officers only.

The Supervisory Probation Officer reports to an Assistant Deputy Chief or Deputy Chief United States Probation Officer. This position will require the supervision of a combination of Probation Officers and support staff.

REPRESENTATIVE DUTIES/RESPONSIBILITIES:

The Supervisory Probation Officer is responsible for the pretrial and probation services provided by a unit of probation officers and support staff. These duties include:

- Administration and management of the Court Services and Field Services work in the assigned office and shared responsibility for managing various inter-office matters with other supervisors.

- Ensuring adherence to the statutory requirements of the Judicial Conference and Parole Commission as well as local/national policies and Monograph guidance.
- Organizing staff to facilitate the preparation of high quality investigations and the effective supervision of pretrial defendants, probationers, parolees, and supervised releases;
- Assigning and scheduling all work to assigned to team, ensuring equal distribution of workload among officers.
- Utilizing DSS, PACTS, and other data and resources to analyze trends, evaluate operations, solve problems, measure processes and outcomes, and improve practices. Employing evidence-based practices and maximizing the use of technology resources to advance the Office and its goals.
- Establishing and maintaining cooperative relationships with court personnel, law enforcement, social service and other community agencies to ensure appropriate service to the Court and community and to provide assistance to individual defendants/offenders.
- Developing and maintaining cooperative relationships with other Probation and Pretrial Services Offices to assure all requests for assistance from other districts are handled promptly and effectively.
- Consulting with the Assistant Deputy Chief, Deputy Chief and/or Chief Probation Officer; making recommendations regarding court-related issues.
- Assuming responsibility for case handling as needed.
- Reviewing work and conferring regularly with officers and administrative staff in the Unit.
- Evaluating Unit members' performance; and upon request, providing specific recommendations in matters such as promotions, salary increases, disciplinary actions and dismissals.
- Encouraging continued staff development through in-service training and/or other training opportunities.
- Conducting staff meetings; maintaining a system of communication; and facilitating information sharing.
- Promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- Supervising field travel and maintaining staff time and attendance by reviewing and approving all leave and attendance records.
- Participating in interviewing and hiring new staff and interns.
- Performing other duties as assigned by Assistant Deputy Chief/Deputy Chief/Chief Probation Officer.

QUALIFICATIONS & EXPERIENCE:

To qualify for a position of supervisory probation officer, CL 29 or 30, applicants must be presently employed as a federal probation officer, have a minimum of three (3) years of experience, including at least one year as a U.S. Probation Officer. The ideal candidate will have a demonstrated history of consistency and reliability, working well with others as part of a team, and excellent verbal and written communication skills.

COURT PREFERRED SKILLS:

- Previous management/leadership experience, education, or training relevant to U.S. Probation Office operations and/or at least three years previous experience within the probation system at the CL-28 U.S. Probation Officer level, or equivalent.
- Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Knowledge of the U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.
- A graduate degree in a related field.

U.S. Probation and/or Pretrial Services Officers transferring to our district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, it is at the discretion of the Chief U.S. Probation Officer for the U.S. Probation & Pretrial Services Office, District of Massachusetts, to request drug testing and/or medical examination if through direct observation or objective evidence, an officer is determined to

be unable to perform the essential functions as defined in the medical guidelines. Also, at the Chief's discretion, the most recent investigation/reinvestigation report completed on behalf of the officer may be reviewed.

APPLICATION PROCESS:

Consideration will only be given to those that apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.mad.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A letter of interest that includes an outline of your knowledge, skills and experiences possessed that are necessary in performing the duties of a supervisory probation officer and in providing oversight to staff performing probation and pre-trial services functions
2. A current resume that includes the names and contact information for three (3) professional references and their current contact information.
3. A narrative statement, of no more than two (2) pages, explaining how in your role as a Supervisory U.S. Probation Officer (SUSPO) you would increase staff morale while holding staff accountable to Judiciary policies and procedures. Please also explain the importance of staff morale in the supervisor's role. Responses will be evaluated on the following: organization and flow of thought, thoroughness and thoughtfulness of content, level of detail, and writing skills (including grammar, punctuation, and sentence structure).
4. Your last two (2) performance appraisals. If unavailable, please provide explanation in cover letter and,
5. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

Information

Application packages will not be considered completed until ALL the items listed have been received by Human Resources.

For Applicants:

The District of Massachusetts U.S. Probation Office is an equal opportunity employer that is committed to a diversified workforce. Employees of the U.S. District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U. S. Probation & Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Due to the expected high volume of applicants for this position, the U.S. Probation Office will only make contact with those qualified applicants who will be invited to interview. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

NO FAXES OR EMAIL PLEASE