



POSITION: Supervisory Probation and Pretrial Services Officer

LOCATION: Milwaukee, WI

POSTING DATE: December 9, 2024

CLOSING DATE: Open until filled; applications received by January 3, 2025, will be given priority consideration.

EMPLOYMENT TERMS: Permanent; full-time, subject to need and funding.

CLASSIFICATION / SALARY

RANGE – Table MIL:

CL-29 to CL-30, \$86,492 to \$166,119. Salary commensurate with experience. Promotion potential to CL 30 is earned and does not require further competition.

CONDITIONS OF EMPLOYMENT:

U.S. Citizen or eligible to work in the United States.

Excepted Appointment and considered At-Will Employees.

Required to use Electronic Fund Transfer for payroll.

Subject to updated background investigations every five years and random drug testing.

For information on benefits visit:

<http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

Equal Opportunity Employer

VACANCY ANNOUNCEMENT No. 2024-04

SUPERVISORY PROBATION AND PRETRIAL SERVICES OFFICER OVERVIEW:

The Supervisory U.S. Probation and Pretrial Services Officer (SUSPO) holds an essential position within the leadership and management team in the district. Responsibilities include mentoring and leading line officers, managing officer workload, organizing, and carrying out large-scale district initiatives, and consistently supporting a collaborative work environment to successfully fulfill the mission of the district. A SUSPO must be open-minded and supportive of new processes adopted by the district. Supervisors are expected to consistently lead by example, demonstrate mature judgment, and provide technical expertise on national and local policies and procedures.

This position requires a strong understanding of all service areas (pretrial services, presentence investigations, post-conviction supervision) provided to the Court as well as the community while continuously demonstrating integrity, initiative, teamwork, creativity, and flexibility.

MISSION:

- 1) To assist the federal courts in the fair administration of justice.
- 2) To protect the community.
- 3) To bring about long-term positive change in individuals under supervision.
- 4) [Charter for Excellence](#) (click link to review)

SOCIAL JUSTICE STATEMENT:

The United States Probation and Pretrial Services Office of the Eastern District of Wisconsin is committed to promoting the fair, impartial, and just treatment of all people. We are committed to a culture where each person feels seen, heard, and supported. We oppose racism and discrimination in all of its forms and are committed to intervening when these moments occur. We agree to listen, speak up, intervene, and learn from our own mistakes in our commitment toward social justice.

EASTERN DISTRICT OF WISCONSIN:

The Eastern District of Wisconsin (ED/WI) is comprised of 28 counties located in the eastern third portion of the state, with the main office located in Milwaukee, Wisconsin and a satellite office located in Green Bay, Wisconsin. Our organization takes pride in supervising individuals based on their risk, providing thorough and informative reports and recommendations to the Court, utilizing evidence-based principles and providing resources for success. Our agency also takes pride in providing a flexible work schedule, strong office culture, and accountability of staff.

REPRESENTATIVE DUTIES:

- Supervise law enforcement in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions. Confer regularly with staff to provide direction and assistance in case situations and with general operational procedures. Receive, prioritize, and assign work to staff, ensuring that work is assigned fairly and equitably. Monitor time and attendance and evaluate and approve leave requests.
- Develop and implement training programs for officers and staff. Provide training and orientation for new staff members. 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.
- Assist the probation office in its continued efforts of creating an outcome-based learning organization that taps human potential through dialog, accountability, innovative ideas, and personal and professional growth.
- Review and edit written work, including case plans, correspondence, and reports submitted to the court. Ensure that recommendations made by officers to the court adhere to 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.
- Work with other supervisors, deputy chief, and chief probation officer to develop programs, policies, and initiatives that increase the effectiveness of the office. Work with staff to ensure a thorough understanding of national and local policies.
- Assist staff members with negotiating terms of contract agreements, providing oversight of procurement process for treatment services, monitoring and evaluating the work of vendors and contractors, ensuring that contract terms are met, and related activities.
- Communicate and respond to 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. Handle confidential and sensitive information appropriately.
- Perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising individuals.
- Embrace diversity among colleagues and communities served.
- Maintain knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements while demonstrating ethical behavior and sound judgement. [Code of Conduct for Judicial Employees | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/code-of-conduct)
- Model maturity and professionalism at all times hold self and others accountable for actions and standards expected by the court while fulfilling the districts vision, mission, and values.
- Perform other duties as assigned by the Chief and Deputy Chief Probation and Pretrial Services Officers.

MINIMUM QUALIFICATIONS:

- 1) Completion of a bachelor's degree from an accredited college or university in such fields as criminal justice, criminology, psychology, sociology, human relations or business or public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, does not meet the requirements of specialized experience.
- 2) Further, the selected candidate must have more than one year of specialized experience at or equivalent to the next lower level below the position for which the applicant is being considered as well as specialized experience as shown below.

Specialized Experience:

Specialized experience is progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. Specialized experience must be clearly documented on Form AO 78 *Application for Judicial Branch Federal Employment* and include explanation of progressively responsible professional, supervisory, or managerial experience in which you've gained (a) skill in developing the

interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment, and (c) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies of the U.S. Probation and Pretrial Services Office.

PREFERRED QUALIFICATIONS:

- 1) Advanced degree in a closely related field of study.
- 2) Ability to organize, oversee and complete multiple projects simultaneously with limited supervision.
- 3) Participation and proven track record in the administrative processes through active committee memberships or special assignments.

APPLICATION PROCEDURE:

To be considered for this opportunity you must submit ALL required information in **one pdf document**.

1. Cover letter addressing your skills, experience and preferred qualifications
2. Two professional and one personal reference
3. AO78 - Boxes 19-21 are required. Application for Judicial Branch Federal Employment | United States Courts (uscourts.gov)
4. Past two performance evaluations
5. Not more than a two-page written submission addressing the following question: What attributes do you possess that will make you a valuable addition to the current management team and how would you ensure the continued advancement of collaboration and collegiality?
6. Email one pdf document to: Jobs_wiep@wiep.uscourts.gov Attention – SUSPO – 24-04

Only qualified applicants will be considered for this position. The U.S. Probation and Pretrial Services Office will only communicate with those individuals who will be invited for personal interviews on Wednesday, January 15 or Thursday, January 16, 2025, in Milwaukee.

The U.S. Probation and Pretrial Services Office will not reimburse candidates for interview or relocation expenses.

This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interviewing process, please notify the local human resources representative in the e-mail sent with your application packet. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. Probation and Pretrial Services Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time, the Chief U.S. Probation and Pretrial Services Officer may select a candidate from the original qualified applicant pool without reposting the position.