

**Job Announcement 21-02**  
**Internal Vacancy and/or Transfer Opportunity**  
**U.S. Probation Office for the Eastern District of Texas**  
**October 14, 2020**

Positions: **Supervising U.S. Probation Officer - Beaumont Post-Conviction Unit**

Pay Grade: CL29/30

Closing Date: October 30, 2020

**Job Summary**

The position is located in Beaumont and has promotional opportunity to the CL-30 level. The supervisor is responsible for the work of the officers and clerical staff assigned to the post-conviction unit. The supervisor will be responsible for the quantity and quality of all post-conviction services. The supervisor is expected to perform the duties and responsibilities of the position with wide latitude and independent judgment. The implementation and performance of the duties will be directly supervised by the Deputy Chief.

**Representative Duties**

- Supervise professional law enforcement, technical, support staff and interns 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. 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. Develop and implement training programs for officers and staff. Make recommendations regarding new hires, personnel actions, and terminations.
- 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.
- Develop recommendations and advise the court on appropriate issues. Assist senior managers in the formulation and modification of office management policies. Assist in monitoring the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring that contract terms are met, and related activities.

## Competencies (Knowledge, Skills, and Abilities)

- Demonstrate knowledge of the roles and functions of the federal probation and/or pretrial services office, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services.
- Display knowledge of federal law and the criminal justice system particularly as it relates to federal probation, pretrial services, and parole policies and procedures. Demonstrate knowledge of surrounding communities and available community resources. Display skill in investigative techniques and in investigating persons under supervision/defendants' backgrounds, activities, and finances, and determining the legitimacy of their income. Exhibit an understanding of the *Bail Reform Act*, sentencing guidelines, statutes, *Federal Rules of Criminal Procedure*, applicable case law and changes in the law.
- Demonstrate skill in analyzing and summarizing legal concepts and issues, legal reasoning, and critical thinking. Display skill in supervising persons under supervision/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Exhibit skill in counseling persons under supervision/defendants to maintain compliance to conditions of their release. Display skill in evaluating and applying sentencing guidelines. Demonstrate the ability to follow safety procedures. Demonstrate the ability to discern deception and act accordingly.
- Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem solving skills when managing conflicts in the workplace.
- Display the ability to effectively represent the probation/pretrial services unit among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, troubleshooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.
- Demonstrate skill in the use of automated equipment, including word processing, spreadsheet, database applications, and applicable automated systems, websites, and other computer-based systems used by the court. Display the ability to manage new local and national applications. Use computer software, internet, and automated systems to perform record checks, track detection test results, conduct research, compile criminal history information, and complete similar activities.

### **Minimum Qualifications**

- Five years experience as a U.S. Probation Officer.
- An in-depth knowledge of supervision techniques, practices and procedures.
- No disciplinary action within the past two years.
- Previous two evaluations must indicate that you met standards in all critical areas.
- Completion of a master's level degree, previous application to the FJC Leadership Development Program or completion of the ED/TX Leadership Development Program.

### **Preferred Qualifications**

- Two years recent experience in supervising federal persons under supervision.
- Knowledge of evidence based practices procedures specifically in the areas of employment, recidivism, high risk populations, and other areas related to persons under federal supervision.

### **Application Procedure**

After reviewing the job description and qualifications, prepare a letter of interest explaining how your professional experience qualifies you for the position.

Answer the following questions:

- What is your management style or philosophy, and why do you believe it is effective?
- What have you done in the past three years to develop your professional skills, and describe what you believe to be your greatest professional attribute?
- What do you consider your most significant contributions to our U.S. Probation and Pretrial Services system?
- What aspects of this position do you think will pose the greatest challenges for you, and how would you prepare yourself to respond to these challenges?

Prepare a resume highlighting your education and professional experience including five professional references with all contact information.

Obtain copies of your last three performance appraisals.

Send a copy of ALL requested information attached as one pdf file via email to Sheryl Moss, Human Resources Administrator at [sheryl\\_moss@txep.uscourts.gov](mailto:sheryl_moss@txep.uscourts.gov) by close of business Friday, October 30, 2020.

*Interviews for the position will be held virtually on Tuesday, November 3, 2020. Target start date is February 1, 2021.*