

**UNITED STATE PROBATION AND PRETRIAL SERVICES  
EASTERN DISTRICT OF ARKANSAS**

**SUPERVISORY PROBATION OFFICER           JOB ANNOUNCEMENT NO.: 2016-07  
(PRETRIAL/SUPERVISION)**

**2016 SALARY SCHEDULE TABLE (RUS)**

**CL 29: \$67,537 TO \$109,801**

**CL 30: \$79,806 TO \$129,754**

**POSITION OVERVIEW:**

The Supervisory Probation Officer is a mission critical, career-path management position. This supervisor requires experience in general management, project management, employee supervision, strategic planning, and training. The supervisor will supervise a unit staff and provide administrative oversight for the unit. This position will be assigned to the Jonesboro, Arkansas office. In-state and out-of-state travel and non-traditional working hours are required.

**OPENING DATE:** Friday, June 3, 2016

**CLOSING DATE:** Friday, June 17, 2016

**POSITION LOCATION:** There are three offices within the Eastern District of Arkansas: Jonesboro, Little Rock, and Pine Bluff. The duty station for this position is in Jonesboro, Arkansas.

The U.S. Probation Office for the Eastern District of Arkansas offers some distinct advantages:

- A collegial bench that fully supports the mission of the U.S. Probation and Pretrial Services Office
- “You don’t have to go far to find what you need in the Natural State.” Arkansas offers a low cost of living, strong sense of culture, awesome food and restaurants, scenic state parks, opportunities for work, family values, friendly people, fun festivals, great shopping, and educational opportunities. ([www.onlyinyourstate.com/arkansas](http://www.onlyinyourstate.com/arkansas))
- Jonesboro provides a positive business environment with a diversified economic foundation. A well-qualified workforce, low cost utilities, the training capabilities of Arkansas State University and an overall low cost of doing business are just a few reasons why many companies are proud to call Jonesboro home. In addition, the quality of life is exceptional, with a high-quality educational system, excellent healthcare facilities, abundant retail opportunities and numerous recreational and cultural activities available. (*Jonesboro Chamber of Commerce website*)

## **DUTIES & RESPONSIBILITIES:**

A complete position description is available. Supervision duties include, but are not limited to:

- Hire Recommendations
- Performance Management and Conduct Counseling
- Policy and Procedure Interpretation, Instruction, Development, and Implementation
- Case Reviews
- Training, Development, Presentation
- Performance of administrative oversight over field, Court, and office coverage
- Other duties, as assigned

The Supervisory Probation Officer must have working knowledge of the applicable national, federal, and local policies and procedures for probation and pretrial services. The policies and procedures include the Guide to Judiciary Policy and federal Monographs for the pretrial, presentence, and supervision units. The supervisor is expected to provide assistance and support to unit staff to manage rehabilitative programs and services for defendant and offender populations, and prepare investigative reports for the Court, and the Bureau of Prisons. A working knowledge of the federal judicial system is required. Analytical acumen and good judgement are essential to be successful in this position.

## **QUALIFICATION REQUIREMENTS:**

A minimum of a baccalaureate degree is required in one of the following academic disciplines: business administration; public administration; psychology; sociology; social work; counseling; criminology; or criminal justice. This is a management position which requires experience in general management, project management, employee supervision, strategic planning, and training. A Master's degree is preferred.

**CL 29 Experience Requirement:** Three (3) years of specialized experience is required, including at least one (1) year as a CL-28 Probation/Pretrial Services Officer in the United States Courts (Federal judiciary).

**CL 30 Experience Requirement:** At least three (3) years of specialized experience is required, including at least one (1) year as a CL-29 Probation/Pretrial Services Officer in the United States Courts (Federal judiciary).

Specialized experience is progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs. Experience in closely allied fields such as education guidance counselor, social work, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal or similar position, other than any criminal investigation experience, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

There is no substitute for the required specialized experience at a CL-29 or CL-30 classification levels. A Supervisory Probation Officer candidate who is hired at a CL-29 level may be promoted to the CL-30 level without further advertisement, contingent upon performance and budget.

**Additional Required Skills and Qualifications:**

- A high degree of integrity is critical to be successful in the job.
- Strong verbal and writing skills.
- Competent computer skills, preferably in a windows environment.

**Additional Preferred Skills and Qualifications:**

- Advanced degree in one of the aforementioned academic disciplines.
- A minimum of one (1) year of progressive, more responsible, general management experience.
- Substantial personal conduct with Judicial Officers, staff, public, and other agencies.
- Successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive courteous, and polite.
- Successful candidates must be flexible and conscientious about accuracy and must be able to balance the demands of varying workload responsibilities and deadlines.
- Bilingual in a foreign language, preferably Spanish

**BACKGROUND INVESTIGATION & MEDICAL STANDARDS:**

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, the standards for the probation officer background investigation will apply. At the discretion of the Chief U.S. Probation Officer, a drug test and/or medical exam may be requested if through direct observation or objection evidence an officer is unable to perform the job functions as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

**APPLICATION PROCEDURES:**

A copy of the job vacancy announcement and position description is located at [www.arep.uscourts.gov/careers](http://www.arep.uscourts.gov/careers). Qualified applicants should submit the following documents in order to be considered for the position:

- A letter of interest, no more than three (3) pages, single spaced, outlining the candidate's management philosophy and relevant knowledge, skills, and experience that will assist them in performance of the duties of Supervisory Probation Officer. Provide specific examples in four main areas:
  - Communication, staff development, project management, and accountability
- Detailed Resume
- Two most recent performance evaluations
- Three professional references

It is preferred applicants submit the required documentation in a single PDF file to [arepdb\\_humanresources@arep.uscourts.gov](mailto:arepdb_humanresources@arep.uscourts.gov). Applications may also be mailed to the following address:

United States Probation & Pretrial Services, ED/AR  
Attn: Margaret Hoskyn  
600 W. Capitol Avenue, Suite A226  
Little Rock, Arkansas 72201

Application documents must be received no later than 5:00p.m., June 17, 2016. Facsimiles will not be accepted.

**The Eastern District of Arkansas U.S. Probation and Pretrial Services Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice.**

The U.S. Probation Office is an Equal Opportunity Employer.