



**District Court of Guam  
and  
District Court for the Northern Mariana Islands**



**UNITED STATES PROBATION OFFICE**

**VACANCY ANNOUNCEMENT GUP 16-002**

<b><u>Position:</u></b>	<b>Supervisory U.S. Probation/Pretrial Services Officer</b>
<b><u>Duty Location:</u></b>	<b>Hagåtña, Guam</b>
<b><u>District Offices:</u></b>	Hagåtña, Guam, and Saipan, Commonwealth of the Northern Mariana Islands
<b><u>Grade Level:</u></b>	Court Personnel System – CL-30
<b><u>Salary:</u></b>	\$79,806 - \$129,754 plus 13.70% COLA (Dependent upon experience and qualifications; COLA is subject to change)
<b><u>Opening Date:</u></b>	<b>July 11, 2016</b>
<b><u>Closing Date:</u></b>	<b>July 26, 2016</b>
<b><u>Area of Consideration:</u></b>	<b>Internal Applicants only</b>

**Position Overview**

The U.S. Probation Office for the District of Guam and the District for the Northern Mariana Islands is accepting applications for the position of Supervisory U.S. Probation/Pretrial Services Officer (SUSPO). The incumbent will perform supervisory work related to the full range of probation and pretrial services officer law enforcement duties, and primarily directs law enforcement officers assigned to the Supervision Unit. The Supervisory U.S. Probation/Pretrial Services Officer works under the supervision of the Deputy Chief U.S. Probation Officer. The incumbent may supervise certain technical and administrative staff.

The incumbent may be expected to frequently travel to the probation office in Saipan. The incumbent will be required to complete the Leadership Development Program administered by the Federal Judicial Center.

**Representative Duties**

- Supervise professional law enforcement, technical, and support staff 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.
- Administer the Treatment Services Program for both districts. Fulfill training requirements of the Contracting Officer Certification Program (COCP) Level 2 Treatment Services Program in

accordance with the Guide to Judiciary Policy, Volume 14 Procurement. Adhere to the court units' internal control procedures to ensure separation of duties.

- 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.
- 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. 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.
- Perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising offenders/defendants.

### **Qualifications:**

To qualify for this position, the applicant must have a Bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position. In addition, applicants must have three years of specialized experience which includes one year of experience at grade CL-29 probation/pretrial services officer in the U.S. Courts. Specialized Experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. **Applicant must be U.S. Citizen or eligible to work in the United States.**

### **Desirable Qualifications/Court Preferred Skills:**

Other preferred skills include knowledge and experience in applying the Federal Guide to Judiciary Policy on Probation and Pretrial Services, to include pretrial services and presentence investigation and report, alternatives to detention and conditions of release, supervision of federal defendants and offenders, location monitoring program, criminal monetary penalties, safety and firearms, and sex offender management. Candidates must be proficient in the use of the Probation and Pretrial Services Automated Case Management Tracking System (PACTS), and personal computers to include knowledge of Microsoft Windows XP™ or higher, Microsoft Word 2010™ or higher, WordPerfect 13™ or higher, and Internet browsers. Applicants must have excellent oral and written communication skills, and ability to meet the public and work harmoniously with others. This position has varied responsibilities and requires a motivated individual who can balance varying duties, maintain good judgment, has a strong work ethic, is a team player, and is willing to increase their knowledge and skills. Applicant must be physically capable and able to participate in Officer Safety/Defensive Tactics Training and Firearms Training. Candidates must possess a professional demeanor at all times. The position may require occasional work after hours, in addition to regular work hours.

### **Physical and Medical Requirements, and Background Investigations as a Law Enforcement Officer**

As a condition of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

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Supervising U.S. Probation/Pretrial Services Officer

**Conditions of Employment**

This position falls within the Judicial Branch of the U.S. Government and includes most federal government benefits. These benefits include participation in the Federal Employees' Retirement System, which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory participation in Electronic Fund Transfer for payroll deposit.

Federal Judiciary employees are excepted service employees and serving "at will" in the court. Employees are required to adhere to the Judicial Code of Conduct, which is available upon request.

**Application Process**

Qualified applicants must submit an original and three (3) copies of: 1) Cover Letter; 2) Resume; 3) Judiciary Application Form AO78; 4) Letter of Recommendation from one professional reference; and 5) Letter of Recommendation from one personal reference to:

Chief U.S. Probation Officer  
U.S. Probation Office  
520 W. Soledad Avenue FL2  
Hagatna, Guam 96910

**Re: Vacancy Announcement GUP 16-002 (CONFIDENTIAL)**

**Completed applications must be received by 5pm, Tuesday, July 26, 2016. Applications will not be accepted via email or facsimile. Untimely and/or incomplete applications will not be considered.**

A copy of this announcement, the Judiciary Application Form AO78, and position description for Supervisory U.S. Probation/Pretrial Services Officer are available on our website at <http://www.gup.uscourts.gov>. The most qualified applicants will be invited to and must be physically present for a personal interview. All application information is subject to verification. Travel expenses for the interview or relocation will not be reimbursed. The U.S. Probation Office for the Districts of Guam and the Northern Mariana Islands reserves the right to amend or withdraw any announcement without written notice to all applicants.

The U.S. Probation Office for the Districts of Guam and the Northern Mariana Islands  
is an Equal Opportunity Employer.