

**UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH DAKOTA  
PROBATION AND PRETRIAL SERVICES OFFICE  
VACANCY ANNOUNCEMENT 13-01**

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**POSITION TITLE:** Probation and Pretrial Services Officer  
**POSITION TYPE:** Regular, Full-time (40 hours per week)  
**LOCATION:** Rapid City, South Dakota  
**SALARY RANGE:** CL 27/1 - 27/61 (\$45,928 - \$74,628) with  
**STARTING SALARY RANGE:** \$45,928 - \$56,929  
**OPENING DATE:** Thursday March 21, 2013  
**CLOSING DATE:** Friday, April 12, 2013

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### **DUTIES AND RESPONSIBILITIES**

The selected candidate may conduct pretrial/presentence investigations and prepare reports for the U.S. District Court, U.S. Magistrate, and as otherwise directed. Reports to the Court may include criminal risk assessment; the application of national and local guidelines; and recommendations to assist the Court with its detention and sentencing decisions. The selected candidate may also facilitate, monitor and enforce compliance with court orders as directed by the Court, the U.S. Magistrate and the Chief Probation/Pretrial Services Officer. The selected candidate may also provide effective casework and correctional services to federal defendants/offenders who have been placed on pretrial release supervision, pretrial diversion supervision, probation, parole (including military parole) and supervised release.

Depending upon assignment of duties the selected candidate may travel extensively within a geographic area in the District of South Dakota. Overnight travel may be required several nights per month. Regardless of length of service in the office, at the direction of the Chief Probation/Pretrial Services Officer, any officer may be required to work temporarily in another area of the state of South Dakota and/or, for the good of the agency, be required to change regular duty stations within the state. Given the professional nature of the position, the selected candidate will be required to work, at times, in excess of 40 hours per week and during evening and weekend hours without additional compensation.

### **MINIMUM QUALIFICATIONS**

Candidate must possess a bachelor's degree from an accredited college or university preferably in a human science field. Candidate must also have at least two years of specialized experience in a related field of work. Specialized experience is described as progressively responsible experience, gained after completion of a bachelor's degree, which provides evidence of the capacity to understand and apply the human behavior management skills involved in the position. Experience as a police, custodial, or security officer, does not qualify as specialized experience.

Candidate must have a driver's license and access to a vehicle for use when a government-issued vehicle is unavailable. Candidate must have sufficient keyboarding skills (or alternative skills) to be able to demonstrate proficiency in producing reports/documents/correspondence using electronic word processing and other office system technology.

## **COURT PREFERRED SKILLS**

1. Can demonstrate the values and skills to facilitate and enhance the offenders' abilities to sustain lawful self-management.
2. Can demonstrate good writing and oral communication skills and the ability to work independently and professionally without daily supervision.
3. Can demonstrate the ability to respond to the unique needs of each offender with sensitivity to the offender's culture, cognition, health, ecology, and personhood.
4. Can demonstrate an interest and ability to work effectively with Native Americans and with those living on tribal lands.

## **PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE**

The duties of probation officers require the investigation and supervision of alleged criminal defendants and convicted offenders who may present a physical danger to officers and to the public. The duties require moderate to arduous physical exertion and sufficient physical dexterity for safe application and use of self-defense tactics. On a daily basis, some officers face unusual mental stress because they are subject to possible danger and harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses. Therefore, applicants must be physically capable of efficiently performing these duties. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment; however, severe health problems or physical defects that constitute employment hazards to the applicant or others may disqualify an applicant.

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of the appointment. Applicants 37 and older who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

## **SPECIAL REQUIREMENTS FOR PROBATION OFFICERS**

First time appointees to the position of U. S. Probation/Pretrial Services Officer must undergo an extensive government background investigation. Further, prior to appointment, final candidates selected for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, a candidate may be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of continued employment, every officer is 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.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers, and officer assistants are available for public review at <http://www.uscourts.gov/>.

## **BENEFITS**

Employees of the United States Courts are not classified under Civil Service but are entitled to similar benefits. These benefits include:

- Ten paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years, and 26 days after fifteen years.
- Paid sick leave in the amount of 13 days per year (unlimited accumulation).
- Optional participation in the Federal Employees Health, Dental, and Vision Benefit program.
- Optional participation in the Federal Employees Group Life Insurance program.
- Mandatory participation in the Federal Employees Retirement System and the Social Security retirement program.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan with government matching, when eligible).
- Eligible for private long-term disability plan options.
- Eligible to enroll in a private long-term care insurance program.
- Eligible to participate in a flexible benefit program.

## **ADDITIONAL INFORMATION**

- Employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- Applicant must be a U. S. Citizen or be eligible to work in the United States.

## **APPLICATION PROCEDURES**

**Persons interested in this position should submit:**

- 1] **The Application for Judicial Branch Federal Employment (AO-78), available at <http://www.uscourts.gov/> ,**
- 2] **Certified copy of college transcript(s), and**
- 3] **A one page statement explaining how the candidate acquired the “Court Preferred Skills”.**

**Please send the application material to:**

**Nicole\_Stadlman@sdd.uscourts.gov**

**NOTE:** Although personal résumés may be submitted with an application, the three (3) items listed above are essential before any candidate will be considered. If you have questions about the application procedures, please call Nicole Stadlman at 605-977-8953.

**The hiring process is as follows:**

- 1. All complete application packets will be reviewed.**
- 2. Selected candidates in step 1 will be invited to participate in a phone interview.**
- 3. Selected candidates from Step 2 will be invited to complete a written exercise.**
- 4. Selected candidates from Step 3 will be invited to participate in a personal interview.**  
*(Candidates participating in this step will be subject to a criminal record investigation.)*
- 5. Selected candidate(s) from Step 4 may be invited for a second personal interview.**

Each applicant will be required to underwrite his or her travel expenses to and from the interview site.

*The Probation & 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 of the original announcement, the Chief U.S. Probation/Pretrial Services Officer may elect to select a candidate from the original qualified applicant pool.*

*Continued funding for this position in subsequent fiscal years is expected even with the significant budget reductions recently imposed. However, should there be a more drastic budget reduction (which is not likely), the continuation of this position and other positions in future fiscal years may be reconsidered.*

**U. S. PROBATION AND PRETRIAL SERVICES, DISTRICT COURT OF SOUTH  
DAKOTA, IS AN EQUAL OPPORTUNITY EMPLOYER**