



**United States District Court
District of Maine
United States Probation & Pretrial Services**

Announcement No.: MEP 2016-07

Position: Supervisory U.S. Probation & Pretrial Services Officer

Salary Range: CL 29/30 (\$67,537 - \$129,754)
(depending on qualifications and experience)

Position Location: Bangor, Maine

Opening Date: November 28, 2016

Closing Date: Preferred by December 23, 2016 (open until filled)

The U.S. Probation & Pretrial Services Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice. More than one position could be hired from this posting. If a subsequent vacancy of the same position type becomes available within a reasonable time of the original announcement, the U.S. Probation & Pretrial Services Office may elect to select a candidate from the original qualified applicant pool.

Area of Consideration: This position is open to current U.S. Probation & Pretrial Services Officers.

Position Overview: The U.S. Probation & Pretrial Services Office for the District of Maine includes locations in both Portland and Bangor. This position is located in the Bangor office. Bangor is located in central Maine, 130 miles north of Portland, and is the gateway to Downeast Maine, the Acadia Region (including Bar Harbor and Acadia National Park), Baxter State Park, the Penobscot Bay Region, and Nova Scotia, Canada. Bangor is the state's 3rd largest city, with a population of approximately 32,000, and has a rich history dating back to the 1600's. The Bangor area offers many recreational activities including access to dozens of lakes and streams with superior fishing; the Gulf of Maine's coastline and many islands, including lobstering and fishing communities; hiking, biking and camping in our national parks; and a wide range of winter sports including skiing/snowboarding, snowmobiling, ice fishing, and snowshoeing.

The District of Maine is a combined office and the supervisor is responsible for the day-to-day operations of pretrial, presentence and post-conviction functions, requiring a broad range of knowledge and experience. We are a progressive district in the areas of IT and PACTS utilization, and we are implementing evidence-based practices, including STARR.

The supervisory position is responsible for the direct supervision of probation officers and administrative staff. The supervisor has frequent interaction with the Judges of the district. The supervisor also works collaboratively with the CUSPO, DCUSPO, and other supervisors in both offices, and is a critical part of the district's management team.

Representative Duties: The SUSPO performs duties and responsibilities which include, but are not limited to, the following:

The SUSPO administratively and technically supervises probation and pretrial services officers, probation officer assistants, and probation administrative assistants on a day-to-day basis in accomplishing the functions of the office. He/She must be well versed in the federal statutes, sentencing guidelines, relevant case law, and policies and procedures which govern probation and pretrial services. The SUSPO will assign, schedule, review and evaluate work in the assigned office to include presentence investigations, supervision reports, and case files to maintain quality service and adherence to existing policies, procedures, and guidelines. Additionally, the SUSPO must be familiar with the use of DSS reports to monitor compliance with local and national policies, and to insure timely supervision activities, treatment services, and reporting to the Court.

The SUSPO will complete performance evaluations of staff and will be responsible for directing the training of new staff and evaluating training needs of current staff. In addition, he/she will provide direction, assistance, and guidance in performance of duties to ensure compliance with district policies and procedures, regulations, and statutes, as well as investigative, supervision and other professional skills of officers. The SUSPO interacts with all components of the criminal justice system, as well as other federal and state agencies.

The incumbent will supervise personnel matters and assure accountability in the performance of duties. Occasionally, the SUSPO may perform the duties of a line probation or pretrial services officer or other duties deemed necessary by the Deputy Chief or Chief.

Qualifications: The qualified applicant must have three years of specialized experience, including at least one year as a CL 28 probation/pretrial services officer in the U.S. Courts. (Please note that for applicants currently at CL 28, if selected for promotion, our compensation program requires that the employee must be a CL 29 for a year before being promoted to the CL 30). Specialized experience is defined as progressively responsible administrative, technical, professional, supervisory, or managerial experience which provided an opportunity to gain (a) the skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, and (c) the knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation & Pretrial Services Office.

The duties of this position may be adjusted for applicants who do not have three years experience as a U.S. Probation Officer to allow the individual to meet the three year requirement in a primary law enforcement position and thereby continue eligibility under the law enforcement retirement provisions.

The successful candidate must have a proven track record of technical excellence in investigations or supervision, as well as excellent interpersonal skills and excellent verbal and written communication skills. The successful candidate must display a thorough understanding of the policies and procedures of the organization as a whole and must be proficient in the use of PACTS, DSS, and other national applications, and must exemplify progressive use of IT. He/She must have the ability to manage multiple tasks, prioritize work effectively, and meet deadlines. He/She must have the ability to take a lead role in district projects and initiatives, including culture change, and evidence based practices.

How to Apply: Your application should include:

- (a) **Cover letter;**
- (b) **Resume;** and
- (c) **Written discussion** as outlined below.

Written Discussion: Qualified applicants must possess the Core Competencies for a Supervisor as defined by the Professional Education Institute (PEI) Curriculum of the Federal Judicial Center as follows:

Establish a Professional Presence - Bring an authentic sense of self to interactions while projecting focus, energy, and openness towards others.

Foster Collaboration and Teamwork - Build constructive, trusting relationships with colleagues at all levels, support team development and use information networks and teams to achieve the organization's goals.

Recognize and Celebrate Achievement - Acknowledge success, especially in support of key values.

Act as a Coach and Mentor - Establish formal and informal relationships with others to provide the feedback, information, support, and resources needed to help develop new or advanced skills and abilities.

Empower Others - Help staff reach higher levels of performance through trust, delegation, participation and coaching.

Champion and Manage Change - Value and promote change as necessary to growth and helps others adapt to internal and external changes.

Communicate Effectively - Ensure the free flow of timely, accurate information throughout the organization and interact effectively with all internal and external stakeholders.

Develop People - Recognize people as the judiciary's core asset and work to enhance their knowledge, and capabilities.

Value Diversity - View a diverse workforce as an asset.

Manage Conflict - Approach conflict, resistance, and disagreement constructively, refraining from personal attacks and excessive emotion.

Lead with Maturity and Passion - Conduct himself/herself in a way that instills confidence in others and enhances group effectiveness.

Focus on Outcomes - Assess the value and impact of projects and initiatives to the organization and seek information to determine the best course before acting.

Please visit the PEI website to read more about the PEI Competencies for Supervisors and the behaviors that demonstrate them. **Discuss the two competencies that you believe are your strongest. Please identify two that you will need to strengthen, and what you would do to enhance these competencies.**

Qualified applicants should submit their application to:

[Apply SUSPO Bangor@mep.uscourts.gov](mailto:SUSPO_Bangor@mep.uscourts.gov). All documents should be combined and emailed as one PDF attachment. This position will remain open until filled. **Applications preferred by Friday, December 23, 2016.**

The United States Probation Office is an Equal Opportunity Employer