



**UNITED STATES PROBATION & PRETRIAL SERVICES
District of New Hampshire**

U.S. PROBATION OFFICE for the DISTRICT OF NEW HAMPSHIRE

invites applications for the position of: Supervisory U.S. Probation Officer

(All Disciplines - One or more positions may be filled from this announcement)

SALARY:	\$104,730 - \$170,229 Annually
DEPARTMENT:	United States Probation Office, District of New Hampshire
OPENING DATE:	03/13/23
CLOSING DATE:	04/14/23
VACANCY #:	2023-05
JOB GRADE:	CL-30 (Starting salary depending upon selectee's qualifications, experience, and salary history.)
LOCATION:	Concord, NH

POSITION OVERVIEW:

The U.S. Probation Office, for the District of New Hampshire, is seeking to fill the position of **Supervisory U.S. Probation Officer (All Disciplines)**. This position may be assigned to the Presentence Unit, Pretrial Services Unit, or Post Conviction Unit based on the needs of the court and at the discretion of the Chief U.S. Probation Officer.

By statute, Probation Officers serve as law enforcement officers in the judiciary. Supervisory U.S. Probation Officers are members of the management team reporting directly to the Deputy Chief U.S. Probation Officer. The incumbent will be expected to perform a full range of high-level functional supervisory work which encompasses the quantity and quality of presentence investigations, pretrial services, and/or supervision of persons under supervision. Specifically, Supervisory U.S. Probation Officers are responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined within the Investigations Unit or the Supervision Unit. The incumbent will assist the probation office in its continued efforts of creating an outcome-based learning organization that taps human potential through dialogue, accountability, innovative ideas, and personal and professional growth. Supervisory U.S. Probation Officers are considered hazardous duty, which may require irregular working hours, to include nights, weekends, and holidays. The incumbent may be expected to travel throughout the district.

REPRESENTATIVE DUTIES AND REQUIRED COMPETENCIES:

Manage the work of others centered on investigation and supervision case activities, along with the work of those related to the implementation and sustainment of evidence-based practices (EBP). Assist in the hiring of staff, facilitate unit meetings, evaluate staff performance, serve as a mentor/coach of staff (i.e., staff development), oversee completion of all administrative tasks assigned, establish deadlines and schedules for completion of the work, and all other supervisory-related duties.

Perform investigative and supervision responsibilities of persons under supervision in both general and specialized cases which include persons under supervision who are identified as needing specialized monitoring and evaluation plans. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing persons under supervision and their families and collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include *U.S. Sentencing Guidelines*, Guides, and relevant case law.

Serve as the district's authority regarding presentence investigations and adhere to sentencing guidelines procedures. Assigns investigations and supervision cases to officers; enforces national and local policies and standards on case management; and reviews work product prepared by officers before submission to the court. Establishes schedules and deadlines for completion of presentence reports.

Serve as a resource and expert to the court, line officers, and staff in cases requiring specialized monitoring and evaluation. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Train line officers on identification and treatment of persons under supervision in this specialized category.

Ensure treatment designs adhere to research-based evidence on the effectiveness of reducing recidivism, including but not limited to issue of dosage, treatment intensity, and delivery of services. Assist other specialists with ensuring that treatment programs are congruent with the participants' responsivity factors.

Facilitate and/or participate in ongoing training and educational opportunities for or including probation officers to accurately assess persons under supervision responsivity issues and how to assist persons under supervision with overcoming barriers between themselves and effective interventions; and provide training focusing on how to incorporate effective clinical methods into probation officers' interactions with persons under supervision, all of which enhance techniques and skills relating to investigation and supervision practices.

Acts as a liaison and resource for EBP with system personnel, community members, and staff. Keep management and staff informed of ongoing updates (i.e., or research) related to EBP and its impact on our population.

Track developments in the law and update staff and the court as appropriate. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with persons under supervision through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Maintain detailed written records of case activity. Address substance abuse, mental health, domestic violence, and similar problems, and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.

Investigate and analyze financial documents and activities and take appropriate action. Interview

victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of location monitoring conditions ordered by the court.

Analyze and resolve disputed issues involving persons under supervision and present unresolved issues to the court for resolution. Assess people's level of risk and develop a blend of risk management strategies for monitoring persons under supervision.

Communicate with other organizations and persons (e.g., the U.S. Parole Commission, Federal Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning persons under supervision behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.

Develop and coordinate policies and programs which embrace the concept of EBP, to include targeting identified risk, needs, responsivity, and interventions such as cognitive behavioral therapy, increase intrinsic motivation, and community involvement. Determine and evaluate available resources.

Collect, review, audit, and analyze data and information, such as probation operations and activities, regarding EBP programs utilized in the district and their outcomes to determine effectiveness. Develop a system to review existing and new EBP research findings. Work with independent and/or contracted researchers to analyze operational questions, trends, problems, and areas of efficiency/improvement related to the data being gathered and analyzed. Also work with researchers, when applicable, in measuring the fidelity of treatment programs and the collection and analysis of outcome measures. Provide recommended treatment design adjustments based on data analysis of fidelity and outcome measures.

Schedule and conduct drug use detection tests and DNA collection of persons under supervision, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.

Perform administrative duties regarding area of specialty. Provide advice, consultation, and program vision and direction and make proposals to the Chief U.S. Probation Officer and management team. Represent the probation office, the court, and the probation system at meetings, seminars, and conferences. Make formal presentations when necessary.

QUALIFICATIONS - EXPERIENCE & EDUCATION:

This opportunity is open to U.S. Probation and Pretrial Services Officers within the Federal Judiciary.

Qualifications

To qualify for the position of Supervisory U.S. Probation Officer, applicants must be a U.S. citizen and possess a bachelor's degree from an accredited college or university in a related field of 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 relations skills involved in the position, and possess the following:

At least three (3) years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees;
- The ability to exercise mature judgement, and;
- Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

To qualify at the CL-30 level, the applicant must have three (3) years of specialized experience, including at least one year as a probation/pretrial services officer in the U.S. Courts.

Specialized experience is 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.

Preferred Qualifications:

The ideal candidate will also possess these preferred qualifications:

- Extensive knowledge of management principles, practices, and techniques, and evidence-based practices and skilled in their application. A good understanding of program and service policies and procedures is essential to support decisions and to exercise good judgment. Must be a perennial learner with the desire to be an expert in our changing field.
- Experience in the development, implementation, and evaluation of behavioral health evidence-based practices, housing, employment, and/or recovery support services programming.
- Have the ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.
- Experience in complex project management, data-driven decision making; and demonstrate excellent written and verbal communication skills.
- Ability to use software applications (i.e., Databases, Spreadsheets, Word Processing, Presentation Programs, etc.), all to advance presentation skills which illustrates data for decision making purposes.
- Advanced knowledge of systems changes, improvement processes, and outcomes measurement.
- Ability to influence and negotiate individual and group decision-making.
- Ability to be an effective problem-solver who can provide innovative solutions to workplace problems as well as employee relation issues.
- Be skilled and knowledgeable about national initiatives impacting all disciplines within probation (i.e., Presentence, Post-conviction, and Pretrial Services).

ADDITIONAL INFORMATION:

The aforementioned position is classified as law enforcement by statute and may require night/weekend and/or holiday work. As a condition of employment, incumbents will be subject to ongoing random and reasonable suspicion drug screenings, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. At the Chief Probation Officer's discretion, the most recent reinvestigation report completed on behalf of the applicant may be requested.

Application Process:

To apply for this position, qualified candidates are required to submit the following:

- A cover letter addressed to Jonathan Hurtig, Chief U.S. Probation Officer (see instructions below)*
- A current resume with salary history
- [AO-78, Federal Judicial Branch Application for Employment](#)
- Last two annual performance appraisals
- Three professional references with contact information

***The cover letter should include: the vacancy announcement number, detailed information addressing specific qualifications and relevant experience that outlines your personal characteristics, management philosophy, and experience with Evidence Based Practices (EBP).**

Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response. Applicants must travel at their own expense.

Applications will not be considered complete until all of the items listed have been received by Human Resources. To obtain the AO78 application form, go to:

<http://www.uscourts.gov/forms/human-resources-forms>

Application materials may be sent via email to louise_tyler@nhp.uscourts.gov, faxed to 603-369-5319, or mailed/hand delivered to:

U.S. Probation & Pretrial Services Office
Attn: Louise Tyler
Human Resources - Vacancy #23-05
55 Pleasant Street, Rm. 211
Concord, NH 03301

If sending by email, all documents must be attached as one PDF document. The subject line should reference the position number which you are applying for.

Disclosure:

The U.S. Probation Office, District of New Hampshire 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 Probation Officer may elect to select a candidate from the original qualified applicant pool. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

Employees of the Federal Judiciary are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

The U.S. Probation Office for the District of New Hampshire is an Equal Opportunity Employer