

# Supervisory Probation Officer, CL 29/30

Vacancy Announcement #25-04

Salary Range: \$85,069 - \$163,418; Type of Appointment: Full-Time Regular

Area of Consideration: Current Federal Probation/Pretrial Services Officers Nationwide

Date Opened: March 26, 2025; Closing Date: COB April 18, 2025

This position will administratively and technically supervise a staff consisting of probation officers and senior probation officers performing pretrial services, presentence, and probation duties. Duty station assignment is at the discretion of the Chief Probation Officer.

**THE OFFICE:** A part of the United States District Court, the U.S. Probation Office for the Southern District of Indiana assists the Court in both probation and pretrial functions through investigating and supervising individuals charged with or convicted of federal crimes. The Probation Office provides coverage for 60 counties in Southern Indiana. In addition to the headquarters office in Indianapolis, divisional offices are located in Bloomington, Evansville, New Albany, Noblesville, and Terre Haute.

## REPRESENTATIVE DUTIES:

- Assigns and/or schedules investigations, supervision cases, and other related case work to officers, considering the difficulty of the work, employee capabilities, and equitable workload distribution. Plans work to be accomplished by employees supervised, including priorities and time schedules.
- Reviews, gives advice on, assists with, and evaluates bond reports, presentence reports, and other court reports, case supervision plans, and correspondence to ensure adherence to existing policies, procedures, and guidelines and to ensure accuracy, quality, and timeliness. Approves, revises, or rejects completed work.
- Confers regularly with probation officers. Provides direction and assistance to the officers to improve investigative, supervision, and writing skills. Assists probation officers in meeting the needs of defendants and offenders with complex problems and circumstances. Provides leadership in the development of pretrial release options, sentencing alternatives, utilization of community resources, and application of professionally sound case management principles.
- Assures continuing staff development by recommending and, in consultation with senior management, planning and implementing orientation and in-service training.
- Conducts unit staff meetings to disseminate information, identify performance and operational problems, and to develop appropriate solutions. Keeps employees supervised informed of the policies and procedures of the organization as a whole.
- Shares with other management team members the responsibility of promoting staff morale and encouraging loyalty and enthusiasm; maintains a supportive atmosphere for staff utilization of management personnel and resources. Develops or accepts recommendations from employees supervised to increase productivity and quality. Facilitates cooperative relationships between staff.
- Mentors and trains unit members. Evaluates the performance of staff on a regular basis.
- Serves as a major communication catalyst and link between line staff and the administration, assuring implementation of administrative direction while concurrently providing information to the administration for future action.
- Participates with the Chief and Deputy Chief Probation Officers and other administrative staff in development of programs and policies to increase the effectiveness of the office.
- Responsible for the time, attendance, and accountability of the unit, and supervises field travel to include review and approval of all travel logs of officers in the unit.
- Assists in the selection of candidates for vacant positions, identifies training needs and conducts training, and establishes performance standards.
- Hears and resolves complaints and effects appropriate action as to performance and conduct issues, implementing disciplinary actions when required.
- Performs related duties as required or assigned by the Deputy Chief and/or Chief Probation Officer.

**SUPERVISORY QUALIFICATIONS:** To qualify for a supervisor position, the selected candidate must meet the qualifications standards applicable to positions for the highest level of work effectively supervised (or in the case of a supervised unit involving more than one type of work having differing qualifications standards, the qualifications standards applicable to one of the types of work, provided that the type of work constitutes a substantial portion of the work of the unit and is not more than one level below the highest level of work effectively supervised).

**MINIMUM QUALIFICATION REQUIREMENTS:** To qualify for placement at CL-29, three years of specialized experience are required, including at least one year as a CL-28 probation/pretrial services officer in the U.S. Courts. To qualify for placement at CL-30, three years of specialized experience, including at least one year as a CL-29 probation/pretrial services officer in the U.S. Courts. Specialized experience includes 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 abuse/addiction treatment. This experience must include progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain a) skill in dealing with others in person-to-person relationships, b) the ability to exercise mature judgment, and c) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation Office. If the selected candidate starts this position at CL-29, they may later be promoted to CL-30 without further competition.

**SELECTIVE FACTORS:** A master's degree in a closely related field of study is strongly preferred. A high level of computer knowledge and experience, with above average knowledge of programs currently used by the office. Ability to communicate effectively both orally and in writing. Ability to organize, oversee, and complete multiple projects simultaneously and with limited supervision. Ability to assume and delegate responsibility, inspire confidence, secure cooperation, serve as a member of a team, and treat all persons with dignity, respect, and without bias. The incumbent must exercise sound judgment, maintain confidences, foster high ethical standards, and demonstrate leadership qualities, flexibility, and integrity in meeting the office's vision, mission, and goals.

Travel within the district will be required.

**BACKGROUND INVESTIGATIONS, DRUG SCREENING, AND MEDICAL REQUIREMENTS:** As conditions of employment, the 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 fitness-for-duty evaluations. At the Chief Probation Officer's discretion, drug and/or medical testing will be conducted if, through direct observation or objective evidence, the selectee is unable to perform the essential job functions, as defined in the medical guidelines. Also at the Chief's discretion, the most recent re-investigation report completed on behalf of the officer may be examined.

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 review at <http://www.uscourts.gov/>.

**APPLICATION PROCEDURE:** Applicants for this position must submit a completed application (AO-78) which is available at <https://www.insp.uscourts.gov/career-opportunities> and a letter of interest (not to exceed *two* pages) reflecting experience relative to the position, why they would like to serve the Southern District of Indiana in the capacity of Supervisory Probation Officer, and how their selection would benefit the district. Any references to individual cases should be sanitized and no supplementary material should be submitted.

Interested applicants should submit a cover letter, completed application (AO-78) and a resume by mail or e-mail. Application materials forwarded by mail are to be addressed to: ATTN: Personnel - CONFIDENTIAL (#25-04), U.S. Probation Office, 101 U.S. Courthouse, 46 East Ohio Street, Indianapolis, IN 46204. Application material may also be emailed (PDF format) to [HR-Submit@insp.uscourts.gov](mailto:HR-Submit@insp.uscourts.gov). Application material must be attached to the e-mail. Links to documents will not be accepted. The subject line for e-mail submissions should have the applicant's name and Supervisory Probation Officer (VA #25-04). To ensure consideration, completed application materials must be postmarked by Friday, April 18, 2025.

**INFORMATION FOR APPLICANTS:** Applicants must be United States citizens or eligible to work in the United States. Submission of false or fraudulent information on or attached to an application may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification. Applications and enclosures will not be returned. The most suitable applicants will be invited to participate in an interview and testing at their own expense. Travel and relocation expenses will not be paid. The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case-by-case basis.

Employees of the U.S. Probation Office are Excepted Service and are required to adhere to a Code of Conduct which will be made available for review by applicants upon request. Employment with the U.S. Probation Office is “at will” and is subject to termination by the Court. This position is subject to mandatory electronic deposit of salary payment.

**EQUAL OPPORTUNITY EMPLOYER**