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Anchorage, Alaska 99513

We believe people can change. We provide quality service to the courts and meaningful opportunities to improve lives, families, and community safety.

U.S. PROBATION AND PRETRIAL SERVICES DISTRICT OF ALASKA

SUPERVISORY U.S. PROBATION AND PRETRIAL SERVICES OFFICER

Transfer / Promotional Opportunity

ANNOUNCEMENT NUMBER: USPO 21-01

LOCATION: Anchorage, Alaska

ANNOUNCEMENT DATE: March 5, 2021

CLOSING DATE: April 2, 2021

SALARY RANGE: CL 29-30 (\$82,413 - \$158,321) Plus 2.86% COLA

DISTRICT OF ALASKA - U.S. Probation and Pretrial Services in the District of Alaska has a staff of less than 40 officers and administrative personnel, which includes Shared Services. There are staffed offices in Anchorage and Fairbanks.

- The district covers 586,000 majestic square miles which provides unique travel and fieldwork opportunities. Officers experience remote locations firsthand, dynamic communities and cultures, and the natural environment and resources that are unique to Alaska.
- The district offers significant professional and personal development opportunities. Cross training is available to all staff, with an emphasis on learning to lead which allows officers to become self-sufficient and well-rounded.
- Officers work with a diverse group of clients and engage with various community and legal agencies.
- Become part of a unique team that encourages feedback from staff and allows the opportunity to take ownership regarding the district's direction. A supportive work environment, which encourages communication among our team members.

POSITION OVERVIEW - The United States Probation and Pretrial Services for the District of Alaska is accepting applications for the position of Supervisory United States Probation and Pretrial Services Office (SUSPO). The incumbent will supervise the high energy Pretrial Unit which consists of investigations and supervision. SUSPOs work closely together and provide cross disciplinary coverage; therefore, the incumbent will have the unique opportunity to gain experience in post-conviction supervision.

SUSPOs are also involved in case assignment and administration, which allows for an in-depth understanding of the workload.

The United States Probation and Pretrial Services Office for the District of Alaska is committed to the goals, mission and values of the [United States Probation and Pretrial Services Charter for Excellence](#).

MINIMUM QUALIFICATIONS:

CL 29 - Three years of specialized experience are required, including at least one year as a CL 28 U.S. Probation or Pretrial Services Officer in the U.S. Courts.

CL 30 - Three years of specialized experience are required, including at least one year as a CL 29 U.S. Probation or Pretrial Services Officer in the U.S. Courts.

If the selected candidate starts this position at classification level CL 29, they may later be promoted to CL 30 without further competition.

SPECIALIZED EXPERIENCE:

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.

APPLICANT INFORMATION:

The court reserves right to modify the conditions of this job announcement, or may withdraw the announcement, without prior written or other notice.

The United States Probation and Pretrial Services Office for the District of Alaska is an Equal Opportunity Employer.

REPRESENTATIVE DUTIES - Supervises professional law enforcement staff, establishes standards, and assigns work fairly and equitably; ensures adequate resources and coverage are available for investigative and supervision services.

- Assists officers in meeting the needs of defendants with complex problems and circumstances; provides leadership in the development of alternative solutions, utilization of community resources, and the application of professionally sound case management.
- Establishes performance objectives and standards and prepares performance appraisals.
- Demonstrates, in communication and in action, strong commitment to furthering organizational goals.
- Leads and champions evidence-based practices within the district.
- Fosters a positive work environment, promoting morale and encouraging a culture committed to dedication and enthusiasm.
- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to demonstrate sound ethics and mature, professional judgment, and serve as a neutral officer of the court.
- Travel is required to perform job duties.

PREFERRED QUALIFICATIONS - Five years of specialized experience as a U.S. Probation and Pretrial Services Officer with acquired skill in pretrial, presentence, and post-conviction.

- Juris Doctor or a master's degree in a closely related field of study.
- Demonstrated ability to work collaboratively within a team.
- Previous experience in training staff on policy and procedures or case management issues.
- Demonstrated interest in professional development and self-improvement.
- Knowledge of evidence-based practices, risk, need, and responsivity principles, and cognitive behavioral interventions.

IDEAL CANDIDATE - The District of Alaska is actively working to enhance our evidenced based supervision practices, case planning, and Firearms and Officer Response Tactics program. Our ideal candidate is a STARR Coach with current Federal Probation and Pretrial Academy firearms and/or officer response tactics certifications, is interested in developing staff, participating in agency growth, and traveling throughout the State of Alaska.

APPLICATION PROCESS - To apply, qualified candidates must submit a cover letter that details the steps you have taken to prepare for this leadership position, resume, most recent performance evaluation, and three professional references.

As a part of the interview process, candidates must conduct a 10 to 15-minute presentation on the following:

- What is Evidence-Based Practices (EBP)?
- How have you supported EBP initiatives in your district.

Only complete applications packets will be considered. Attachments should be submitted as a single PDF document to HR@akd.uscourts.gov and reference USPO 21-01 / SUSPO in the email subject line.