



United States Probation Office  
Southern District of Illinois  
**Career Opportunity**

Position: Supervisory Probation Officer – Investigation Unit

Announcement Number: 2009-04

Date Posted: November 6, 2009

Closing Date: November 25, 2009

Location: *Duty station assignment is at the discretion of the Chief U.S. Probation Officer*

Salary Range: CL 30 (\$75,991 - \$123,539)

**\*\* This career opportunity is open to current and experienced Judiciary Branch Hazardous Duty Probation Officers \*\***

### The District

The Southern District of Illinois geographically consists of a 38 county area in the southern part of the state. The headquarters office is located in East St. Louis, Illinois with a divisional office in Benton, Illinois. The district consists of 44 staff including the Chief USPO, Deputy Chief USPO, management staff, probation officers and administrative staff. The position is a full-time permanent position.

### Position Overview

The Supervisory Probation Officer – Investigation Unit position is located in the United States Probation Office in either the Benton or East St. Louis office. The incumbent is responsible for the work of the Investigation Unit officers located in the Benton and East St. Louis Offices. The Investigation Unit is responsible for providing investigations and reports, presentences, and collaterals for other districts. The Investigation Unit provides back-up service to the Pretrial Unit when warranted.

- Acts as a liaison between the unit and Chief Probation Officer or Deputy Chief Probation Officer, and at their direction, reviews, approves and implements all policies, programs and procedures from the Court, Administrative Office, Probation Office, etc., designed to enhance the unit's compliance and effectiveness within the district.
- Assigns and schedule all investigative work of the unit.
- Reviews investigative work of the unit for technical compliance with sentencing guidelines and existing policies and procedures.
- Acts as a liaison between the Probation Office and district and magistrate judges.
- Certifies the accuracy of time and attendance control for designated Benton and East St. Louis personnel on the district's bi-monthly payroll certification form.
- Monitors leave for all unit members and approves leave requests submitted by Benton and East St. Louis personnel.
- Monitors the unit's field travel and acts as certifying official for the approval of travel vouchers for designated personnel.
- Performs an annual, written performance evaluation for each member of the unit.
- Responsible for directing and coordinating new officer training, staff development, assessing unit training needs, and coordinating implementation of training programs with the Chief Probation Officer, Deputy Chief Probation Officer and district training coordinator.
- Conducts unit staff meetings to identify performance and operational problems, provide ongoing staff training to develop appropriate solutions.
- Determines material, equipment and facilities required by the unit.

- Acts as a liaison between the office and federal, state, and local law enforcement, community and civic groups and court agencies.
- Provides leadership in the district. Promotes an environment fostering open communication, teamwork, collaboration, and positive morale.
- Assists the Chief Probation Officer in conducting personnel interviews for probation officer candidates.
- Acts as liaison between the unit and members of the district's management, automation, supervision and clerical units.
- Participates with the Chief Probation Officer and other administrative staff toward the ongoing evaluation and development of programs and policies to increase the effectiveness of the office.
- Performs other related duties as assigned by the Chief Probation Officer.

### Additional Requirements

The successful candidate must have excellent oral and written skills, and computer proficiency is highly desirable. To qualify for this position a person must also demonstrate that s/he possesses:

1. A thorough knowledge of the philosophy, theories, and practices of the correctional field, with a knowledge of law, psychology, sociology, and criminology as these disciplines are related to the duties and responsibilities of the correctional profession.
2. A devotion to the principles of public welfare.
3. The ability to meet people, inspire confidence and secure cooperation.
4. Unquestioned integrity.
5. The ability to exercise initiative in handling problems encountered while performing assigned duties.
6. The ability to conduct investigations of cases and make sound evaluations and recommendations.
7. A knowledge of available community resources and the understanding and skill to identify additional resources.

### Qualification Standards

Applicants must have both the basic and specialized requirements as listed below. These requirements are according to the AO classification, compensation and recruitment systems.

**BASIC REQUIREMENTS** - Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, 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, is required for all probation officer positions. Applicants must have the following experience:

To qualify for a CL 30- three years specialized experience, including at least one year as a CL-29 probation/pretrial services officer in the United States Courts.

To qualify for a CL 29-three years specialized experience, including at least one year as a CL-28 probation/pretrial services officer in the United States Courts.

**GENERAL EXPERIENCE** - Progressively responsible experience providing evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems. Proficient typing and current computer proficiency are highly desirable.

**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/addiction

treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**EDUCATIONAL SUBSTITUTIONS** - Completion of one academic year (30 semester or 45 quarter hours), of graduate work in a field of study closely related to the position equates to one year of specialized experience. Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, equates to two years of specialized experience.

### Background Investigation, Drug Screening and Medical Standards

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for the background re-investigation apply. The Chief Probation Officer of the receiving district may, at his discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, an officer 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.

### Procedures for Applying

Qualified applicants must submit a cover letter, AO 78 Standard Application Form, resume, copies of your last two performance evaluations, copies of college transcripts and a one to two page letter of application (typed, single spaced) which outlines your personal management and leadership style, and the knowledge, skills and experience you feel are necessary to perform the duties of this position.

To ensure consideration, all materials should be submitted to the address below:

U.S. Probation Office, Southern District of Illinois  
Barbara McDowell, Personnel Specialist – Confidential  
650 Missouri Avenue, Room 103  
East St. Louis, IL 62201

To obtain an AO 78 Application Form, visit our web page at: <http://www.ilsd.uscourts.gov/uspo/default.html>

Applicants must be U.S. citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the U.S. District Court for the Southern District of Illinois.

Due to the volume of applications received, the U.S. Probation Office will only communicate with those applicants selected for an interview. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the applicants who responded to the original announcement without posting the position. Employees are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

### OUR MISSION

It is our mission to strive for excellence as we serve the Courts and community by providing quality supervision, promoting community safety, inspiring positive changes in those we serve, and administering justice with fairness and integrity.

The United States District Court for the Southern District of Illinois  
Is an Equal Opportunity Employer