



**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF MISSISSIPPI
Vacancy Announcements 18-1**

Position: Supervisory United States Probation Officer
Investigative Unit

Location: Southern District of Mississippi
Gulfport, Mississippi

Opening Date: Monday, February 12, 2018

Closing Date: Open Until Filled - applications received by
Tuesday, February 20, 2018 will receive priority.

Classification Level/Salary Range: CPS - CL 29 with CL 30 Potential

Mandatory Qualifications: At least three years experience as a Probation and/or Pretrial Services Officer with the U. S. Courts.

Major Duties: Plans work to be accomplished by subordinates including priorities and time schedules.

Assigns work to subordinates, considering the difficulty of the employee's work, capability, and schedule.

Reviews and evaluates all work in the unit, including presentence investigation reports, case records, and correspondence to ensure maintenance of service delivery and adherence to existing policies, procedures, and guidelines.

Confers regularly with probation officers; provides direction and assistance to the officers toward improving investigative, supervision, and writing skills. Assists probation officers in meeting the needs of clients with complex problems and circumstances; provides leadership in the development of sentencing alternatives, utilization of community resources, and the application of professionally sound case management principles.

Assumes the responsibility of case handling of emergency situations arising with caseloads in the absence of probation officers.

Supervises the field travel to include review and approval of all travel vouchers of officers in the unit.

Develop or accept recommendations from subordinates to increase productivity or quality.

Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences, and increasing levels of responsibility in assignments.

Responsible for staff relationships and morale within the unit, encouraging loyalty and enthusiasm; maintains an atmosphere for staff utilization of management personnel and resources.

Serves as a major communication catalyst and as a link between line staff and the administration, and are expected to maintain a "state of readiness" which may occur after normal business hours.

Conducts unit staff meetings to identify performance and operational problems, and to develop appropriate solutions.

Keeps subordinates informed of the policies and procedures of the organization as a whole.

Evaluates the performance of probation officers in the unit on a systematic and regular basis.

Occasionally performs the duties of a probation officer or senior officer.

Supervision of clerical staff including evaluating their performance on a systematic and regular basis.

Performs related duties as required by the chief, deputy chief or the Court.

Application Information:

Applicants must submit (1) a resume and (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. The documents may be sent by e-mail to Cindy_McKinley@mssp.uscourts.gov listing Vacancy 18-1 in the subject line. E-mailed documents must be in PDF format. The position is open until filled, applications received by February 20, 2018, will receive priority.

~THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER~