

**Position:** Supervising U.S. Pretrial Services Officer – Job # USPT 16-06  
**Opening Date:** April 20, 2016  
**Closing Date:** May 6, 2016  
**Starting Salary:** Up to CL30 (salary commensurate with experience)  
**Location:** Del Rio, Texas

*Position Available to Current U.S. Probation or Pretrial Services Officers Only*

### Description of Vacancy

A Supervising U.S. Pretrial Services Officer administratively and technically supervises pretrial officers and support staff on a day-to-day basis. In addition, the incumbent performs other functions as may be assigned by the Chief Pretrial Services Officer, Deputy Chief Pretrial Officer, Assistant Deputy Chief Pretrial Officer, and the Court.

### Minimum Qualifications

- A thorough knowledge of Pretrial Services operations and policies;
- Ability to exercise mature judgment;
- Excellent communication skills (oral and written);
- A mature and professional manner in dealing with the Court, fellow staff members, and other officials;
- Proven ability to provide leadership in a supportive and encouraging manner. In addition, must be able to promote positive employee morale;
- Ability to plan, coordinate, and schedule work operations and leave schedules;
- Must be able to deal with employees and evaluate performance in a fair and consistent manner;
- Successful candidate must be willing to continually improve their job and leadership skills through self-development;
- Must have verifiable proof that you met your performance expectations for the last two years; and
- Availability for overnight travel required.

### Salary Qualification Requirements:

To qualify for the CL-29, three years specialized experience, including at least one year as a CL-28 pretrial services officer in the U.S. Courts. To qualify for the CL-30, three years specialized experience, including at least one year as a CL-29 pretrial services officer in the U.S. Courts. Candidate must be available for travel as needed to include overnight stays.

### PREFERRED SKILLS:

Strong leadership skills and the ability to coach, develop, and direct staff at all levels and present a professional demeanor. Proven ability to communicate clearly, both verbally and in writing, including the ability to investigate and mediate employee matters and approach all matters in a neutral manner.

### APPLICATION PROCESS:

Qualified candidates may apply by e-mailing a cover letter (include job title/number listed above), detailed resume, e-mail address, and a daytime phone number as a **single .pdf document** to: [TXWRecruitment@txwd.uscourts.gov](mailto:TXWRecruitment@txwd.uscourts.gov) no later than the close of business on the noted deadline.

Candidates will be evaluated to determine those who are best qualified based on a review of relevant experience,

education, training, and past accomplishments. Your letter should include information about your work experience and training which is closely related to the work of the position and which has demonstrated the knowledge, skills, and abilities that would qualify you to be a specialist. If selected for an interview, the candidate will be required to run a 15 minute mock staff meeting for the interview panel.

The most qualified applicants will be invited for a personal interview. Candidates will not receive reimbursement travel expenses for interviews or relocation. Updated background investigations are required every five years, and applicants considered for this position will be subject to random drug screening.

The United States Pretrial Services Office is an Equal Opportunity Employer