



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

OFFICE OF PROBATION & PRETRIAL SERVICES

JUDICIARY VACANCY ANNOUNCEMENT

SUPERVISORY UNITED STATES PROBATION OFFICER 03-UTP-25

OPEN DATE: MARCH 31, 2025

CLOSE DATE: APRIL 14, 2025

The Office of Probation and Pretrial Services for the District of Utah seeks applications for the position of Supervisory United States Probation Officer. The District of Utah is made up of two regions, northern (Salt Lake City) and southern (St. George). The position is a CPS CL-29, with a promotion potential to a CL-30 without further competition. More than one position may be filled from this announcement.

Suitability for oversight of Pretrial Services, Presentence Investigation, and Post Conviction will be assessed in the promotional process. The unit assignment for this position will be determined based on organizational needs at the time the selected candidate will assume their new duties. The tentative start date for this position will be September 2025.

POSITION OVERVIEW:

We are seeking a motivated individual to serve in a critical leadership position. As an integral part of the management team, the Supervisory U.S. Probation Officer is responsible for driving and measuring organizational excellence, while leading staff, coordinating major office initiatives and fostering teamwork to achieve common goals. A Supervisory U.S. Probation Officer is responsible for the quantity and quality of services provided by a unit of probation officers and support personnel. A supervisor serves as a positive role model, mentor, and coach for staff and has a variety of administrative and operational duties and responsibilities. The incumbent communicates, supports, and enforces the policies and procedures of the district.

REPRESENTATIVE DUTIES:

- Participates in management strategic planning to establish organizational goals. Conducts unit staff meetings to identify performance and operation goals. Solicits and encourages feedback to develop appropriate solutions to ensure effectiveness, equity, quality, and productivity.
- Encourages ongoing staff development by identifying training needs, responding to formal training requests, providing job-related training and assessing performance standards.
- Maintains responsibility for staff working relationships within his/her unit. Encourages a positive and constructive approach to the conduct of work and loyalty and respect for fellow co-workers to assure best staff utilization; balances workload and utilization of available resources.
- Evaluates the performance of probation officers and/or support staff on a systematic basis, ensuring accountability and acceptable work performance. Regularly evaluates the work performance of probation officers in the unit in an objective, consistent, fair, constructive, and timely manner.
- Reviews all work in the unit, to include investigative reports, case records, correspondence, or other assignments to ensure timeliness, accuracy, quality, and adherence to all policies, procedures, and guidelines.

- Supervises field travel of staff, to include review and approval of travel vouchers and compares as appropriate, such travel vouchers to case files and investigative work for accuracy.
- Ensures the quality of all work product and takes corrective actions when needed to improve this area.
- Responsible for positive staff relationships and morale within the unit, encouraging and promoting office loyalty, pride, and enthusiasm. Maintains a supportive atmosphere for staff utilization of management personnel and resources. Fosters a positive, participatory work environment and values diversity.
- Answers procedural questions for judges, staff, and the public. Provides customer service and resolves problems while complying with regulations, rules, and procedures. Abides by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrates sound ethics and good judgment at all times. Handles confidential and sensitive information appropriately.
- Performs any or all duties of a probation officer, including investigating and/or supervising persons under supervision.
- Performs related duties as required/assigned by the CUSPO, DCUSPO and ADCUSPO.

QUALIFICATION STANDARDS:

SUPERVISORY REQUIREMENTS:

To qualify for a supervisor position, the incumbent must meet the qualifications standards applicable to positions for the highest level of work effectively supervised. In the case of a supervised unit involving more than one type of work having differing qualification standards, provided that the type of work constitutes a substantial portion of the work in the unit and is not more than one level below the highest level of work effectively supervised.

MANDATORY REQUIREMENTS:

Candidates must be current U.S. Probation Officer and:

- CL-29: Candidates must have completed at least three years of specialized experience, including at least one year equivalent to work performed at the CL-28 level.
- CL-30: Candidates must have completed at least three years of specialized experience, including at least one year equivalent to work performed at the CL-29 level.

SPECIALIZED EXPERIENCE:

Specialized experience is defined as progressively responsible experience in such fields as pretrial services, probation, parole, criminal investigations or work in substance/addiction treatment, public administration, human relations, social work, psychology or mental health. Additionally, the candidate should have progressively responsibly administrative, technical, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgement; and knowledge of the basic concepts, principles, and theories of management; and the ability to understand and implement the managerial policies applicable to the U.S. Probation Office. Specialized experience must be earned after the completion of the bachelor's degree.

Successful candidates must have demonstrated and sustained outstanding performance, as evidence in recent performance evaluations and/or through reference checks. Additional qualifications include:

- Broad knowledge of criminal justice system and U.S. Probation systems
- Strong leadership skills, flexibility, innovation and creativity

- Strong communication skills both orally and in writing
- Ability to maintain confidentiality
- Demonstrated ability of skillfully dealing with others in professional work relationships
- Ability to address conflict professionally
- Commitment to uphold and promote the district's core values
- Demonstrated dedication to ethics and integrity
- Participation in the FJC New Supervisor Program required within one year of promotion

APPLICATION INSTRUCTIONS:

Interested and qualified candidates must submit:

1. A detailed resume.
2. A letter of interest that must include a narrative statement addressing your personal characteristics, management philosophy, your experience in the pretrial, pre-sentence and post-conviction units and how that experience supports your ability to provide managerial oversight to each area. This letter should be no longer than four pages, single spaced.
3. Application for Judicial Branch Employment ([AO78](#))
4. A list of three professional references.

ADDITIONAL REQUIREMENT:

Each candidate will be required, as part of the interview process, to prepare a presentation (no longer than 15 minutes) which addresses a suggested new practice, improvement upon a current practice, or creative idea which could positively benefit the office (i.e., increase efficiency, cost savings, and/or more effective use of resources). The format of this presentation is at the discretion of each candidate (e.g., verbal only, PowerPoint, or providing supplemental materials).

APPLICATION SUBMISSION:

The application form ([AO78](#)) is available on the court's website <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Applications will be screened for qualifications and only the most qualified candidates will be contacted and selected for a personal interview. Incomplete applications will not be considered. Completed application packages must be emailed, delivered, or postmarked no later than April 14, 2025. Candidates selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Candidates who are invited to interview may advise the Human Resources Office if an accommodation is necessary.

Please email application packages in PDF format to UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver to:

U.S. Probation & Pretrial Services
Attention: HR – SUSPO Vacancy
351 S. West Temple, Room 2.117
Salt Lake City, UT 84101