



UNITED STATES DISTRICT COURT
U.S. PROBATION & PRETRIAL SERVICES OFFICE
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2024-05

Position: **SUPERVISORY U.S. PROBATION OFFICER**

Classification Level: Court Personnel System, Classification Level 30
Table HI – Hawaii [Starting salary dependent on qualifications]
Grade: CL 30, steps 1-61; Salary range: \$95,408 - \$155,120
**Salary noted above includes an 8.9% Hawaii Cost of Living Adjustment (COLA) for 2024, subject to change annually.*

Terms of Employment: Full-time, Excepted Service

Position Location: United States Probation & Pretrial Services Office
300 Ala Moana Boulevard, Room 2300
Honolulu, HI 96850

United States Probation & Pretrial Services Office
94-307 Farrington Highway, #A06
Waipahu, HI 96797

Closing Date: Position open until filled. Priority consideration for applicant packets received by close of business, Friday, June 7, 2024.

Vision Statement

KULIA I KA NU’U. E HELE ME KA PU’OLO!

(To always strive to reach the summit and to make every person, place, or condition better than before)
This is our commitment to engage, motivate, and change our community for the better and to make Hawai’i the safest place to live.

Mission Statement

Assist the Court in the fair administration of justice by respecting the presumption of innocence; avoiding unnecessary detention; conducting thorough investigations; providing unbiased, verified reports; making informed recommendations; and inspiring individuals to rehabilitate and reunify with the community, with the goal of protecting and improving Hawai’i.

Values

MALAMA – To take care of; to serve and to honor

HO’OHANOHANO – To honor the dignity of others; to conduct yourself with distinction; to cultivate respectfulness

PONO – Rightness and balance; the feeling of contentment when all is good and right

The U.S. Probation & Pretrial Services Office for the District of Hawaii is currently accepting applications for full-time **U.S. Probation Officers**. More than one position may be filled from this posting and assignment could be with our Presentence, Supervision or Pretrial Services unit. Additionally, the position may be stationed at either the Honolulu or Waipahu office.

Our vision, mission and values were developed collaboratively with our employees and leadership to showcase the culture of our workplace. Hawaiian words were chosen to show our commitment to inclusivity and to recognize the communities we represent and serve.

POSITION DESCRIPTION

Supervisory U.S. Probation Officers in the District of Hawaii administratively and technically supervise probation officers and officer specialists. Assignments and duties of the position could be in the Investigations or Supervision Department, or blended responsibilities, depending on needs of the office and candidate's qualifications.

REPRESENTATIVE DUTIES:

- Assign investigation and/or supervision cases to officers.
- Review officers' work product before submission to the court.
- Assist officers to resolve difficult case problems.
- Provide ongoing staff development for officers.
- Establish performance objectives and standards and prepare performance appraisals for staff.
- Participate on interview panels, recommend candidates for hire, and conduct initial orientation for newly hired officers and follow-up training.
- Maintain working relationships with staff to include hearing and resolving their concerns and interfacing with human resources when performance, disciplinary or employee relations issues arise.
- Serve as a liaison between senior management and line staff to ensure the district vision, mission, and values are communicated and reflected in the staff's service to the court and community.
- May carry a reduced caseload to include supervising clients, interacting with collateral agencies, conducting investigations, preparing pretrial and presentence reports, and presenting recommendations to the court, as directed by senior management.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Completion of a bachelor's degree from an accredited college or university is required for all probation officer positions. The degree must be in a field of academic study which provides evidence of the capacity to understand and apply legal requirements and human relations skills involved in the position. These include but are not limited to such fields of study as criminal justice, criminology, psychology, sociology, human relations, or business or public administration.

Three years of specialized experience, including at least one year as a U.S. Probation/Pretrial Services Officer in the U.S. Courts. Specialized experience is defined as progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology or mental health. Additionally, the applicant should have progressively responsible administrative, technical, professional, 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 judgment, and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation Office.

Candidates must have demonstrated and sustained exceptional performance, as evidenced in recent performance evaluations and/or through a reference check.

COURT PREFERRED CHARACTERISTICS AND SKILLS

Strong leader, ethical, accountable, ability to think critically and make effective decisions under pressure, adept at problem solving on the organizational level, skilled negotiator, effective mentor, ability to foster a positive work environment, self-motivated, adaptable, and highly organized.

MEDICAL REQUIREMENTS AND BACKGROUND INVESTIGATION

U.S. Probation & Pretrial Services Officers transferring from another district are not required to undergo a medical examination, drug testing, or have an initial OPM background investigation.

However, all applicable standards for the medical and for the background reinvestigation apply. The Chief U.S. Probation Officer may, at his discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds 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 reinvestigation report completed on behalf of the officer may be examined as part of the recruitment process.

HOW TO APPLY:

It is recommended that applicant packets be submitted as soon as possible. To ensure consideration, qualified applicants must submit one of each of the following:

- (1) a letter of interest which clearly outlines your professional qualifications, skills and experience as it relates to the position,
- (2) an updated resume,
- (3) a list of three professional references with their current contact information, and
- (4) a completed AO-78, Application for Federal Judicial Branch Employment (available as a fillable pdf on the Employment page of our website at www.hid.uscourts.gov).
- (5) Submit a one-page summary about how your personal values align with the organization's values, i.e., Malama, Pono, Ho'ohanohano.

All five documents should be combined and submitted together as one pdf document.

Please submit your PDF via email to: careers@hid.uscourts.gov with subject line: **VA 24-05 (SUSPO)**.

Only qualified applicants will be considered for this position. The U.S. Probation & Pretrial Services Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.

The District of Hawaii, U.S. Probation & Pretrial Services Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position at any time during the recruitment process, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

The Federal Judiciary values a diverse workforce and encourages a broad range of qualified individuals to apply. No applicant will be discriminated against on the basis of their race, color, sex, gender, gender identity, gender expression, marital status, pregnancy, parenthood, sexual orientation, religion, creed, ancestry, national origin, citizenship, genetic information, age (40 years and over), disability, or service in the uniformed forces.

The Federal Judiciary is also committed to supporting a workplace in which all employees are provided opportunities for growth and development, and in which everyone is treated with dignity and respect.



U.S. PROBATION AND PRETRIAL SERVICES

DISTRICT OF HAWAII



808-541-1400



<https://www.hid.uscourts.gov/home/us-probation-office>

