



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 04-09-088	OPENING DATE: 04-30-09	CLOSING DATE: 05-21-09	OPEN TO ALL APPLICANTS
POSITION: Supervisory Probation Officer – Pre and Post Disposition Supervision JS 101-13 (2 positions)	TYPE OF APPOINTMENT: Career Service		SALARY: \$86,927 - \$113,007 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Family Court Social Services	LOCATION: Varies		TOUR OF DUTY: Full-time

BRIEF DESCRIPTION OF DUTIES: Incumbent is responsible for managing one of the Pre and Post Adjudicated Probation Supervision Units. Ensures timely dissemination of juvenile cases to probation officers, effective investigations, validation of the initiation of cases in the juvenile social file, facilitation of family group conferences, development of pre-trial reports to support sound case management, service coordination and supervision (including home and school visits and curfew checks), as well as consultation with the Office of the Attorney General and defense throughout all phases of adjudication. Serves as an experienced manager for case management, services coordination and supervision of youths and their families, ensuring that probation officers under their supervision operate from a strength-based approach, emphasizing positive youth and family development. Additionally serves as a member of the supervisory management team within the division, lending assistance and support toward accomplishment of branch and division wide objectives. Provides a variety of investigative, pre-trial and post-disposition services and case management guidance and support to staff. Accompanies probation officers to status, trial or disposition court hearings to ensure timely submission of reports and, when necessary, presents cases in court. Works a flexible schedule to include one or more evening tours of duty to provide supervision over evening activities. Identifies needs and plans and conducts training programs for staff. Ensures staff members are abreast of cutting-edge theories, practices, policies, procedures and objectives in the field of juvenile justice. Prepares monthly narrative and statistical reports detailing work of the unit.

MINIMUM QUALIFICATIONS: A bachelor’s degree in social sciences, plus five years of experience managing social service programs geared toward juveniles and their families. (A relevant master’s degree may substitute for one year of experience.) **Appointees to this position must not have passed their 37th birthday in the month of appointment in order to qualify for mandatory law enforcement separation/retirement at age fifty-seven.** Previous qualifying law enforcement experience under CSRS or FERS may be counted toward eligibility. **Proof of education must be submitted with your application, or your application will not be considered.** Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Knowledge of leading principles and best practices, as well as strength-based approaches to addressing juvenile delinquency relative to case management, investigations, home studies, pre-trial services and supervision planning necessary to support positive development of youth and families.
2. Knowledge of human behavior dynamics, including cultural diversity, family traditions, and socioeconomic practices and attitudes regarding mental health and juvenile delinquency.
3. Ability to select, train, supervise and evaluate staff, and to review and monitor work assignments in order to ensure efficient and effective completion of unit workload.
4. Group process and organizational skills, in order to effectively lead team meetings and participate collaboratively in management group decision-making.
5. Ability to collect, record, tabulate and analyze and interpret statistical data, and to prepare and present written and oral reports.

SELECTION PROCESS: After a review of applications and ranking factors, interviews, a writing sample, or further screening may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; Fax to (202) 879-4212;

Email to jobs@dcsc.gov

For a court application, call (202) 879-0496, or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.