

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TENNESSEE

VACANCY ANNOUNCEMENT #14-06

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Position Title: CHIEF UNITED STATES PROBATION OFFICER

Number of Vacancies: ONE (1) Position

Salary Range: JSP 15 - JSP 17 (\$114,872 - \$168,044)  
\*Depending upon experience and qualifications.

Opening Date: Thursday, December 18, 2014

Closing Date: Monday, January 19, 2015

Position Location: UNITED STATES PROBATION OFFICE  
167 N. Main, Room 234  
Memphis, Tennessee 38103

*NOTE: The Chief Judge reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.*

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The U.S. Probation Office for the Western District of Tennessee is seeking a Chief U.S. Probation Officer. The Chief U.S. Probation Officer administers and manages the daily operations of the U.S. Probation Office for the Western District of Tennessee in Memphis and a divisional office in Jackson, Tennessee.

**DUTIES AND RESPONSIBILITIES:**

The Chief Probation Officer is responsible for ensuring the expeditious handling of all investigative work [which includes comprehensive presentence investigations reports with recommendations] for the Court and for the effective supervision of probationers and supervised releasees, as well as the administration of district-wide contracts for treatment and offender services. The Chief Probation Officer formulates the annual budget and manages all federally appropriated funds. As certifying officer for the Probation Office, the Chief Probation Officer authorizes all expenditures of the Probation Office and maintains appropriate fiscal controls.

A Chief U.S. Probation Officer performs duties and responsibilities such as the following:

- ◆ Organizes the probation office to ensure expeditious handling of investigative work for the courts [which includes comprehensive presentence investigations reports with recommendations] and institutions for the effective case supervision of probationers and supervised releasees.
- ◆ Oversees the development, implementation and administration of comprehensive programs, practices and policies for post-conviction offenders under probation or supervised release.
- ◆ Reviews, analyzes, and interprets statutory and Judicial Conference requirements for the administration of probation services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- ◆ Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- ◆ Selects and recommends to the court candidates for appointment as probation officers, and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; ensures all personnel are carefully selected and adequately trained; and makes certain the work of all subordinates is systematically evaluated.
- ◆ Manages the staff of the office including all professional, supervisory, clerical, administrative and IT personnel.
- ◆ Prepares the operating budget and makes estimates of personnel, space allocation, and operating allowance needs; oversees and is responsible for providing adequate space, equipment, and supplies for the operation of the office; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- ◆ Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse, mental health treatment, sex offender treatment for those individuals who are on probation or supervised release in the district.
- ◆ Responsible for the oversight of the solicitation and implementation of contractual services to meet offender needs.

- ◆ Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- ◆ Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- ◆ Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues, with particular emphasis on matters relating to sound sentencing practices and offender services.
- ◆ Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- ◆ Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- ◆ Develops and maintains a public relations program that explains probation and other correctional services to the community; assumes responsibility for communication with the news media.
- ◆ Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- ◆ Occasionally, may perform the duties of probation officers or of supervising probation officers.
- ◆ Performs related duties as required by the court.

**ORGANIZATIONAL RELATIONSHIPS:**

A Chief U.S. Probation Officer is under the administrative direction of the Chief Judge of the District Court or the designee of the court, and is directly responsible for the administration of the Probation Office.

**QUALIFICATIONS:**

To qualify for a position of Chief Probation Officer JSP-15, 16, or 17, a person must have a bachelor's degree from an accredited college or university (preferably a master's degree) and possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent:

<u>JSP Grade Level</u>	<u>Years of Specialized Experience</u>
15	7
16	8
17	9

**SPECIALIZED EXPERIENCE:**

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community corrections or pretrial programs is required. Experience as a police officer, FBI agent, customs agent, marshal, or similar position does not meet the requirements of specialized experience. *Specialized experience must be earned after the bachelor's degree has been granted.*

**SUBSTITUTION AND CREDITING OF SUBSTANTIAL MANAGEMENT EXPERIENCE:**

Three years in a position of substantial management experience may be substituted for the requirement that one of the above years of specialized experience must have been at or equivalent to the next lower grade level.

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include deputy chief probation officer, assistant deputy chief probation officer, or supervisor.

**MAXIMUM ENTRY AGE FOR LAW ENFORCEMENT RETIREMENT COVERAGE:**

There is no "maximum entry age" for this position; however, in order to be included under federal law enforcement officer retirement provisions, an individual would have to meet "maximum entry age" provisions as follows: First time appointees to positions covered under law enforcement officer retirement provisions **must not have reached their 37<sup>th</sup> birthday at the time of appointment.** Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirements.

**PHYSICAL REQUIREMENTS:**

The duties of probation officers require the investigation and management of criminal defendants or convicted offenders who may present physical danger to officers and to the public. In the supervision, treatment and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged or convicted of committing federal offenses. Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively. Travel within the state is required.

Prior to appointment, the selectee considered for this position may be required to undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for this vacancy are available for public review at <http://www.uscourts.gov>.

**COURT-PREFERRED SKILLS:**

Additional qualifications, skills, and experience preferred:

- A graduate degree in a closely related field.
- Previous management/leadership experience, education, or training relevant to U.S. Probation Office operations.
- Direct management experience in developing, implementing and administrating comprehensive practices and policies for criminal defendants and post-conviction offenders under probation or supervised release.
- Substantial/high-level management experience in budgeting and financial management, staffing and human resources functions, long and short-range planning, and oversight of information technology.
- Excellent oral and written communication skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.

**DESIRABLE PERSONAL CHARACTERISTICS:**

Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must maintain a professional appearance and demeanor at all times. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Must be flexible and conscientious about detail and accuracy. Must be able to balance the demands of varying workload responsibilities and deadlines.

**INFORMATION FOR APPLICANTS:**

If the selectee is currently in a federal hazardous duty position, mandatory retirement requirements apply.

Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training. At the Court's direction, references and former employers [whether listed as references or not] of the final group of candidates may be called to seek information on past performance history.

The Court requires employees to adhere to a Code of Conduct that is available upon request. Prior to appointment, applicants considered for this position may be required to undergo a full field background investigation, a credit record check, and pre-employment medical examination and drug screening as conditions of employment. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years.

**SALARY:**

Starting salary depends on education and experience. This position is graded under the Judiciary Salary Plan (JSP). The JSP grades are similar to the General Schedule (GS) ratings in the Federal Executive branch, i.e., JSP-15 = GS-15. The target grade for this position is JSP-17.

As previously indicated, the salary range for this position is JSP 15-JSP17 (\$114,872 - \$168,044).

**BENEFITS:**

The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to benefits similar to those of other Federal Government employees. These benefits include participation in the Federal Employees' Retirement system, which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory electronic funds transfer for payment of net pay.

**CONDITIONS OF EMPLOYMENT:**

Applicants must be citizens of the United States of America or be eligible to work in the United States. This office may contact references of the final group of candidates and may contact former employers [whether listed as references or not] to seek information on past performance history. Finalists will also be required to submit to a background investigation (including criminal history and credit history) before an offer of employment is made. Prior to appointment and as a condition of employment, applicants considered for this position may be required to undergo and successfully complete a full field ten-year background investigation and pre-employment medical examination and drug screening. In addition, the incumbent will be subject to random drug screening throughout employment and updated background investigations similar to the initial investigation every five years.

**APPLICATION PROCESS:** Qualified applicants should submit the following documents electronically to [tnwdjobs@tnwd.uscourts.gov](mailto:tnwdjobs@tnwd.uscourts.gov).

- ◆ A letter of application *which outlines your personal management philosophy and addresses the knowledge, skills, and experience necessary to perform the duties of the Chief Probation Officer.*
  
- ◆ A Judicial Branch Federal Employment (AO-78) application (available from the U.S. District Court web site at <http://www.tnwd.uscourts.gov/employment-opportunities.php> **OR** a current resume detailing the years of specialized managerial experience in the federal probation system, including dates of employment, salary history, functions managed, and number and composition of personnel. Applicants must state clearly their experience and the corresponding time in the applicable Judiciary Salary Plan (JSP) grade or Court Personnel System (CPS) classification level.
  
- ◆ References

Non-submission of the required cover letter and application form (or incomplete application form) or up-to-date resume of current employees in the federal probation system will disqualify applicant from further consideration.

The Court will only communicate with those individuals who will be invited for personal interviews.

**NO HARD COPIES OR FAXES WILL BE ACCEPTED.**

**AN EQUAL OPPORTUNITY EMPLOYER**