

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TENNESSEE  
PROBATION OFFICE**



Vacancy Announcement: PROB 16-05

Position Title: **DEPUTY CHIEF U.S. PROBATION OFFICER (TYPE II)**  
Salary Range: JSP 14 - 16 (\$99,785 - \$170,400)  
Position Location: Memphis, Tennessee  
Closing Date: **June 24, 2016 @ 5 p.m. CST** (extended closing date)

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**THE POSITION**

The United States Probation Office in the Western District of Tennessee is seeking a Deputy Chief U.S. Probation Officer (DCUSPO). The position will be headquartered in the Memphis Office, with occasional travel to the Jackson, TN office.

The incumbent is responsible for assisting the Chief U.S. Probation Officer (CUSPO) in the administration and management of all probation services within the District and acts as the CUSPO's alter ego.

A Deputy Chief Probation Officer Type II performs duties and responsibilities such as the following:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers and parolees.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of operational and administrative policies.
- Assists in the selection of professional and clerical personnel for appointment.
- Participates in systematic analysis of performance for all subordinates.
- Supervises office staff including all clerical, professional, supervisory, and administrative personnel; pays particular attention to travel, leave, and scheduling of work hours.

- Supervises administrative work to include inventorying and ordering equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing records.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with other U.S. probation offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional, and social service agencies.
- Assists in promoting and maintaining conditions that encourage staff loyalty, enthusiasm, and morale.
- Identifies training needs within the district.
- Participates in public relations that explain probation, supervised released, and other correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Occasionally, Deputy Chief Probation Officers may perform the duties of a Probation Officer or Supervising Probation Officer.
- Collaborates with key IT staff to increase agency's effectiveness through technology. Assists in planning for future technology needs and coordinates these plans with anticipated workload trends and best serves the interest of the district.
- Performs related duties as required by the Chief Probation Officer and the court.

**QUALIFICATIONS**

To qualify for a position of Deputy Chief Probation Officer Type II at JSP-14, 15, or 16, a person must have a bachelor's degree from an accredited college or university and possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

<b>JSP Grade Level</b>	<b>Years of Specialized Experience</b>
14	6
15	7
16	7

**SPECIALIZED EXPERIENCE**

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required.

Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience.

Experience in police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

Specialized experience must be earned after the bachelor's degree has been granted.

### **PREFERRED QUALIFICATIONS**

Completion of a graduate level degree related to the duties and responsibilities of the position.

Broad-based experience and knowledge in management of the court personnel system, space, budget, training, contracting, and/or other administrative areas

### **PERSONAL CHARACTERISTICS AND SKILLS**

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.

The ideal candidate will possess the following qualities: optimistic, introspective, honest, helpful, curious, adaptable, committed, skill and sensitivity in dealing with difficult issues, and a high degree of accountability.

The ideal candidate will also:

- Have a demonstrated history of integrity beyond reproach.
- Have a record of displaying good judgment and of being a proven problem-solver who can provide innovative solutions to workplace problems as well as employee relations issues.
- Be able to work in a collaborative, team-oriented approach with the CUSPO and managers/supervisors.
- Have excellent organizational skills and be able to balance the demands of varying workload responsibilities and deadlines.
- Be expected to demonstrate an understanding of the Charter for Excellence and exemplify such in their day to day behavior.
- Have a thorough understanding of PACTS and DSS and demonstrate the ability to use PACTS and DSS reports to formulate solutions to problems.
- Be able to demonstrate the ability to use data to assess trends and ensure evidence-based practices are utilized.
- Be skilled in communicating effectively; both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.

- Work harmoniously with others and communicate effectively, both orally and in writing.
- Have the ability to establish good working relationships with peers, subordinates and superiors.
- Have a management style that builds consensus, trust and confidence from staff.

## **HOW TO APPLY**

To receive consideration, qualified applicants must submit:

1. A letter of interest which includes a detailed narrative statement addressing your specific qualifications and the following factors (please identify the factors by the letter indicated in your letter):

- A. Your views on the most important qualities of a leader and initiatives you have been involved in which demonstrate these qualities.
- B. Your level of participation and scope of responsibility in your current organization.
- C. Your knowledge and experience in budget management, facilities management, and procurement guidelines.
- D. In the area of human resources management, describe the most challenging experience(s) you have had managing employee relations.
- E. Describe your experience in policy research and development or data analysis to achieve the desired outcomes.

2. A resume and copies of last two performance appraisals.

Completed packets should be sent as a single pdf to: [tnwpjobs@tnwd.uscourts.gov](mailto:tnwpjobs@tnwd.uscourts.gov)

Applicants should include the announcement number (16-05) in the subject line of their email.

Candidates will be assessed on their relevant experience; education and training; application submission; and the strength of their interview.

We will only communicate with those invited for a personal interview. Applicants must travel at their own expense; video interviews may be considered.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. 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 U. S. PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER