

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



Vacancy Announcement: PROB 20-01

Position Title: **DEPUTY CHIEF U.S. PROBATION OFFICER (TYPE II)**
Salary Range: JSP 14 - 16 (\$107,807 - \$181,500)
Position Location: Memphis, Tennessee
Closing Date: Open Until Filled; Preference Given to Applications Received by April 3, 2020 @ 5pm CST

INTRODUCTION

The U. S. District Court in the Western District of Tennessee has decided to consolidate the probation and pretrial services offices. The Type II Deputy Chief Probation Officer (DCUSPO) position in the probation office is currently vacant. The applicant selected for this position will play an integral role in the decision making and mechanics of consolidating the units. The Probation and Pretrial Services Office for the Western District of Tennessee has a divisional office in Jackson, Tennessee, and will employ 57 officers and 15 support staff (at the time of consolidation). The Judicial District consists of 5 Article III Judges, 4 Senior Judges, and 4 Magistrate Judges.

THE POSITION

The DCUSPO position will be headquartered in the Memphis Office, with occasional travel to the Jackson, TN office. The selected applicant will be responsible for assisting the Chief U.S. Probation Officer (CUSPO) in the administration and management of all probation and pretrial services within the District and acts as the CUSPO's alter ego. The DCUSPO provides leadership in formulating, supervising, and implementing initiatives to achieve organizational goals and objectives. The ideal candidate will have thorough knowledge of the Federal Probation and Pretrial Services system and possess extensive management experience.

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 defendants, offenders, 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 and pretrial services 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.
- 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.
- Establish and maintain community partnerships (i.e., community outreach) for development of programs and services. Communicate clearly and effectively, both orally and in writing. Explain complex information, concepts, rules, and regulations to individuals and groups with varying experience and backgrounds, including counsel, law enforcement, and collateral agency personnel at different government levels, community service providers, and offenders/defendants.
- Ensure proper statistical reporting to the AO.
- Supervise and oversee the implementation of new program initiatives, special projects and internal audits.
- Comply with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential information in a careful and deliberate manner.
- Performs related other 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.

JSP Grade Level	Years of Specialized Experience
14 (equivalent to CL-30)	6
15 (equivalent to CL-31)	7
16	7

An individual hired below the target grade (JSP-16) may be eligible for future promotion without competition.

SPECIALIZED EXPERIENCE

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders and/or defendants 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.

EDUCATION SUBSTITUTIONS

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

Note: A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

EMPLOYMENT REQUIREMENTS

First time appointees to positions covered under federal law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous federal law enforcement officer experience and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine eligibility. Retirement is mandatory at age 57. First time appointees must be able to meet the medical requirements and perform the essential job functions of a Probation Officer, as

detailed at www.uscourts.gov . Incumbents are subject to on-going random drug screening.

Applicants must be a U.S. citizen or eligible to work in the United States. First time appointees considered for this position will undergo a full field background investigation and a credit record check. The incumbent will be subject to updated background investigations every five years. The Court requires employees to adhere to the *Code of Conduct for Judicial Employees* (available on request or at www.uscourts.gov). Employees are required to use electronic fund transfer (direct deposit) for payroll. Travel within the Western District of Tennessee and outside of the district is required. Applicants must have and maintain a valid driver's license.

PREFERRED QUALIFICATIONS

- Master's degree in a related field or Juris Doctorate.
- Broad knowledge of the criminal justice system and United States Probation and Pretrial Services systems.
- At least three years of Supervisory or managerial experience.
- Demonstrate ability to work with all levels of staff in a professional manner.
- Knowledge of Evidence-Based Practices (EBP) principles and application.
- Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner.
- 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

The ideal candidate will:

- Have a demonstrated history of integrity beyond reproach.
- Possess exceptional leadership skills, be a motivator, and always maintain a professional demeanor.
- Be adaptable to change and able to lead major change initiatives.
- Have a solid understanding of the fundamentals of federal budgeting and have demonstrated experience in budget analysis, formulation, and execution.
- Be able to demonstrate solid understanding of the requirements necessary to manage the budget, procurement, IT, HR, and other administrative functions.
- 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.
- Have experience/exposure to national working groups and/or projects.
- History of office involvement in extracurricular duties/committees within the organization.
- 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.
- 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. 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.
3. Three professional references.
4. A completed Form AO-78, Application for Judicial Branch Employment. Form AO-78 can be found at <http://www.uscourts.gov/forms/AO078.pdf>

Completed packets should be sent as a single pdf to: tnwpjobs@tnwd.uscourts.gov
 Applicants should include the announcement number (20-01) 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.

Due to the volume of applicants, we will only communicate with those invited for a personal interview. Applicants must travel at their own expense and relocation expenses will not be provided. Applications that do not adhere to the procedures for applying will not 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