

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE
PROBATION AND PRETRIAL SERVICES OFFICE

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POSITION ANNOUNCEMENT

Announcement # 20-04

Position Title:	Assistant Deputy Chief United States Probation Officer (Type I)
Salary Range:	\$101,431 - \$164,879 (CL 31/01–61) depending on experience, qualifications, and current compensation.
Position Location:	Memphis, Tennessee
Opening Date:	September 25, 2020
Closing Date:	Open Until Filled; Preference Given to Applications received by October 23, 2020 @ 5pm CST

Introduction

The U. S. District Court in the Western District of Tennessee recently consolidated the probation and pretrial services offices. The organizational structure of the combined unit will include two Assistant Deputy Chief Probation Officers (ADCUSPO). The Probation and Pretrial Services Office for the Western District of Tennessee has a divisional office in Jackson, Tennessee, and employs 58 officers and 14 support staff. The Judicial District consists of 5 Article III Judges, 4 Senior Judges, and 4 Magistrate Judges.

Position Summary

The ADCUSPO 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) and the Deputy Chief U.S. Probation Officer (DCUSPO) in the administration and management of all probation and pretrial services work within the District. This position will report to the Deputy Chief USPO.

The ADCUSPO provides leadership to Supervisors and staff 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 management experience.

An Assistant Deputy Chief Probation Officer 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 and Deputy Chief Probation Officer in the formulation, implementation, and modification of operational and administrative policies.
- Works collaboratively with other members of the Management Team.
- Assists in the selection of professional and clerical personnel for appointment.
- Participates in systematic analysis of performance for all subordinates.
- Supervises office staff including 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 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.
- Identifies training needs within the district.
- Participates in public relations that explain probation, supervised release and other correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Occasionally, Assistant 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.
- Establishes and maintains community partnerships (i.e., community outreach) for development of programs and services. Communicates clearly and effectively, both orally and in writing. Explains 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.

- Ensures proper statistical reporting to the AO.
- Supervises and oversees the implementation of new program initiatives, special projects and internal audits.
- Complies with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrates sound ethics and good judgment at all times. Handles confidential information in a careful and deliberate manner.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Performs related duties as required by the Chief Probation Officer, Deputy Chief Probation Officer and the court.

Qualifications

To qualify for this position, an applicant must have a minimum of seven years specialized experience as a United States Probation or Pretrial Services Officer, with at least three years of experience as a Supervising U.S. Probation or Pretrial Services Officer at a CL-30.

An advanced educational degree and leadership/management training are preferred qualifications for this position.

Personal Characteristics and Skills and Abilities

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, DCUSPO 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.
- 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.
- Value continuous professional development.

Benefits

Employees of the Judicial Branch are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are set forth below:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including long-term care, long-term disability insurance program and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

Conditions of Employment

- Employees of the United States Courts serve under “excepted service appointments” and are considered “at will” employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Chief Probation Officer.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- All information is subject to verification and background investigation.

How to Apply

To receive consideration, qualified applicants must submit:

1. A letter of interest which describes your reasons for pursuing this position and a detailed narrative of your management philosophy, specific qualifications and relevant experience.
2. A resume which includes dates of employment, salary history, functions managed, the number and composition of personnel, and number of years at the CL30 level.
3. A completed Form **AO-78, Federal Judicial Branch Application for Employment (Download from <http://www.uscourts.gov>)**, and copies of last two performance appraisals.
4. Three professional references.

Application packets should be sent as a single pdf to: tnwpjobs@tnwd.uscourts.gov
Applicants should include the announcement number (20-04) in the subject line of their email.

Candidates will be assessed on their relevant experience; education and training; and the strength of their interview. Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response.

The U.S. Probation and Pretrial Services 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.

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.

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OPPORTUNITY EMPLOYER**