

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA**

VACANCY ANNOUNCEMENT

Position Announcement No. 18-02

Position Title: Chief U.S. Probation Officer

**Salary Range: JSP 15 - 18 \$121,280 - \$189,438
(depending on qualifications)**

**Position Location: United States Probation Office
Northern District of Alabama, Birmingham**

Opening Date: February 26, 2018

Closing Date: March 23, 2018

This position will become available on June 1, 2018

The United States District Court for the Northern District of Alabama 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.

The Chief Probation Officer is responsible for ensuring the expeditious handling of all investigative work for the Court, for the effective supervision of probationers, pretrial and supervised releases, and for The administration of district-wide programs for drug/alcohol/mental health services for offenders. 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.

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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, institutions, and parole authorities to include effective supervision of probationers, parolees, pretrial and supervised releases.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole 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 candidates for appointment as probation officers to the Court 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; makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Prepares 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 and mental health treatment of offenders.

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- 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.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- 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, parole, and other correctional services to the community; assumes responsibility for communication with the news media.
- Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
- Occasionally may perform the duties of probation officers or supervising probation officers.
- Performs related duties as required by the court.

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Organizational Relationships

A Chief U.S. Probation Officer is under the administrative direction of the Chief Judge of the District Court and is directly responsible for the administration of the probation office.

Minimum Qualifications

To qualify for a position of Chief Probation Officer JSP-15 through JSP-18, a person must have a bachelor's degree from an accredited college or university and possess at least three years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

The three years of specialized experience is mandatory and does not permit any substitutions.

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required. Experience as a police officer, FBI agent, customs agent, deputy 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.

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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 pretrial services officer or assistant deputy chief probation pretrial services officer.

COURT-PREFERRED SKILLS

Additional qualifications, skills, and experience preferred, but not required:

- A graduate degree in a closely related field received from an accredited university.
- Previous management/leadership experience, education, or training relevant to U.S. Probation Office operations.
- Substantial/high-level management experience in financial management, oversight of information technology and human resources functions, and experience in long and short-range planning.
- Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Direct experience in developing, implementing, and administering results-oriented evidence based programs, practices, and policies.
- Comprehensive knowledge of and substantial experience in all areas of a probation and/or pretrial services office. Knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.

DESIRABLE PERSONAL CHARACTERISTICS

Successful candidates must be leaders and motivators; must be mature and highly

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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.

APPLICANT REQUIREMENTS AND CONDITIONS OF EMPLOYMENT

Each applicant must be a U.S. Citizen or eligible to work in the United States.

Applicants selected for interviews must travel at their own expense. Travel and moving expenses are not authorized for reimbursement.

This position may require travel. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage.

The successful candidate must meet the medical requirements and the essential job functions derived from the medical guidelines of probation officers, pretrial services officers, and officer assistants which are available for public review at <http://www.uscourts.gov/services-forms/probation-and-pretrial-services/probation-and-pretrial-officers-and-officer>

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 at www.uscourts.gov for review. Prior to appointment, applicants considered for this position may undergo a ten-year full field background investigation and a credit record check. Incumbent may be subject to updated background investigations every five years and random drug screening.

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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 Employee’s Health Benefits, Federal Employees’ Group Life Insurance, Thrift Savings Plan (similar to 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.

Please see www.uscourts.gov under Careers for an overview of benefits.

RETIREMENT COVERAGE:

To qualify for coverage under the law enforcement provision of the federal retirement system, there is a mandatory retirement age of 57 with 20 years’ federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits.

APPLICATION PROCESS: Qualified applicants should submit **an original and two copies of:**

- Letter of interest
- Fully completed AO-78 (Judicial Branch Federal Employment application) which is available at <http://www.alnd.uscourts.gov>.)
- Resume that addresses applicant qualifications, skills, and management experience necessary for the position
- Two most recent performance evaluations
- Three professional references with contact information

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The application packet should be marked CONFIDENTIAL and mailed to:

**Sharon Harris
Clerk of Court
1729 Fifth Avenue North
Birmingham, AL 35203**

The court will communicate with those individuals who are deemed best qualified. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

**THE U.S. DISTRICT COURT IS AN EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER.**