



UNITED STATE PROBATION OFFICE
WESTERN DISTRICT OF ARKANSAS
VACANCY ANNOUNCEMENT
#2009-001

Position Title:	Chief U. S. Probation Officer
Location:	Fort Smith, Arkansas
Application Opening Date:	October 1, 2009
Application Closing Date:	October 30, 2009
Job Start Date:	January 1, 2010
Job Grade:	JSP 14 - JSP 16
Salary Minimum	\$95,010
Salary Maximum	\$162,900

The Chief Judge reserves the right to modify the conditions of the vacancy announcement at any time or to withdraw it without prior notice. Applications received after the closing date will not be considered.

The United States District Court for the Western District of Arkansas is seeking qualified applicants for the position of Chief Probation Officer. The WD/AR Probation Office is a combined probation/pretrial services district. Applicants must be a United States Citizen. For information on requirements, qualifications and application instructions see attached, visit www.arwd.uscourts.gov , www.arwp.uscourts.gov or call (479) 709-5435.

The WD/AR is an equal opportunity employer

POSITION OVERVIEW:

The Chief Probation Officer administers and manages the daily operations of the U. S. Probation Office, including responsibility for: operational policy and guidance, administrative services, budget and finance, space and facilities, procurement information technology and human resources.

The district encompasses 34 counties in western Arkansas with staffed offices in Fort Smith (headquarters), Fayetteville, Hot Springs and El Dorado. Part-time offices are maintained in Harrison and Texarkana. The district currently has a Chief Judge, two District Judges and two Magistrate Judges. One additional district judgeship and an additional magistrate judge position are pending appointment. The Probation Office is staffed by a chief, four supervisors, three officer specialists, eleven line officers and nine support staff. Most of the officer staff perform combined duties in each of pretrial services, presentence investigation and supervision.

REPRESENTATIVE DUTIES:

Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers and paroles.

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; determines that 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.

Makes estimates of personnel, space allocation, and operating allowance needs; 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.

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 which encourage staff loyalty, enthusiasm, and morale.

Develops and maintains a public relations program which explains probation, parole, and other correctional services to the community; assumes responsibility for communication to 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 or pretrial services officers or of supervising probation or pretrial services.

Performs related duties as required by the court.

ORGANIZATIONAL RELATIONSHIPS:

The Chief 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. The Chief Probation Officer serves at the pleasure of the Court, is an “at-will” employee and may be terminated with or without cause.

MAXIMUM AGE ENTRY:

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 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under 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 officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

MEDICAL/PHYSICAL REQUIREMENTS:

The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who 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, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected 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. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

Prior to appointment under the federal law enforcement retirement provision, first time appointees for this position will undergo a medical examination and drug screening, the appointee may then be appointed provisionally, pending a favorable background investigation, including fingerprinting, and suitability determination by the court.

BACKGROUND INVESTIGATION AND RANDOM DRUG SCREENING:

This is a "high sensitive" position requiring as a condition of employment that the incumbent be subject to periodic background investigation, random drug screening and may be subject to fitness-for-duty evaluations.

EDUCATION/EXPERIENCE QUALIFICATIONS:

To qualify for this position the applicant must have a bachelor's degree from an accredited college or university in a related field and possess three years of specialized experience, one of which must have been at the next lower 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 in police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

SUBSTITUTIONS:

Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade level.

If the person does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

CREDITING OF SUBSTANTIAL MANAGEMENT EXPERIENCE

As mentioned above, completion of three years in a position of substantial management experience may be substituted for the requirement that one of the three 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, deputy chief pretrial services officer, assistant deputy chief probation officer, assistant deputy chief pretrial services officer, or supervising probation officer (with managerial oversight experience).

BENEFITS:

Benefits include, but are not limited to:

- Accrued annual and sick leave
- Paid holidays
- Periodic salary increases based on acceptable performance of duties
- Cost index and locality pay, subject to Congressional and Judicial Conference approval
- Federal Employee Group Health Insurance program
- Federal Employees Group Life Insurance program
- Long Term Care and Disability insurance options
- Flexible Spending Account
- Federal Employees Retirement System

APPLICATION INSTRUCTIONS:

Applicants should submit a cover letter, detailed resume, and contact information for three personal references to:

**U. S. Clerk of Court, WD/AR
ATTN. Christopher R. Johnson
P. O. Box 1547
Fort Smith, AR 72902**

CONFIDENTIAL–CUSPO APPLICATION

* First time appointees must include an Application for Judicial Branch Employment (AO 78), which may be obtained by visiting www.uscourts.gov.

Travel expenses relating to interviews and relocation expenses associated with acceptance of an offer for the position are the responsibility of the applicant.

This position is subject to mandatory Electronic Funds Transfer (EFT) participation for payroll deposit.

For further information on the Federal Judiciary visit: www.uscourts.gov.

Applications must be postmarked no later than October 30, 2009.