



CAREER OPPORTUNITY ANNOUNCEMENT
U.S. PROBATION & PRETRIAL SERVICES OFFICE
WESTERN DISTRICT OF ARKANSAS

CHIEF U.S. PROBATION OFFICER

POSITION DETAILS

Announcement#: 18-USPO-02
Title: Chief U.S. Probation Officer
Location: Fort Smith, Arkansas
Classification Level: JSP 15-16
Salary Range: \$121,280 - \$174,500
Opening Date: January 9, 2018
Closing Date: This position will remain open until filled. Preference will be given to applications received before close of business on Friday, February 23, 2018.

www.arwp.uscourts.gov

POSITION OVERVIEW

The United States District Court for the Western District of Arkansas is seeking a qualified individual for the position of Chief U.S. Probation Officer. The Chief U.S. Probation Officer administers and manages the daily operations of the U.S. Probation Office. The incumbent is responsible for ensuring the expeditious handling of all investigative work for the court, for the effective supervision of probationers, parolees, and persons on supervised release, and for the administration of district-wide programs for drug/alcohol/mental health services for defendants and offenders. The Chief U.S. Probation Officer is a Court Unit Executive who operates under the direction of the chief judge and the court. The Western District of Arkansas spans a geographical area encompassing 34 counties. The U.S. Probation Office is headquartered in Fort Smith with staffed divisional offices in Fayetteville, Hot Springs, El Dorado, and Texarkana. The district has three district judges, two senior judges, and three magistrate judges.

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 persons placed on probation, supervised release, and parole.
- 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 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 to the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Administers pretrial services program within the district.
- 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.
- Travel is required.

REQUIRED SKILLS & CHARACTERISTICS

- Management experience that provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes operational knowledge, financial management, space and facilities management, human resources management, oversight of information technology and long and short range planning.
- Comprehensive knowledge of and substantial experience in all areas of the operation and management of a federal probation and pretrial services office. Knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.
- Direct management experience in developing, implementing, and administering comprehensive evidence-based programs.
- Demonstrated leadership skills and the ability to motivate others.
- The ability to maintain confidentiality, work well under pressure of short deadlines or other stressful circumstances, and the ability to work harmoniously with others.
- Excellent oral and written communication skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Ability to exercise discretion, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.

QUALIFICATIONS

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

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, 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.

SUBSTANTIAL MANAGEMENT EXPERIENCE

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.

CONDITIONS OF EMPLOYMENT

There is no "maximum entry age" for this position; however, in order to be included under federal law enforcement officer retirement provisions, an individual must have been appointed to a federal law enforcement officer position prior to their 37th birthday. This is a high-sensitive position, which may require the successful candidate to undergo a full OPM background investigation, a medical examination, and drug screening. Additionally, the successful candidate will

be subject to random drug screening and updated background investigations every five years. Applicants must be a U.S. citizen and meet age and physical standards established by provisions for law enforcement personnel. The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public view at <http://www.uscourts.gov>.

BENEFITS

Full-time employees of the United States Probation Office are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. Additional benefit information is available at <http://www.uscourts.gov/careers/benefits>.

APPLICATION PROCEDURES

Qualified applicants should submit a complete application packet which includes: (1) a letter of interest, (2) a current and detailed resume, (3) list of three references, (4) two letters of recommendation, and (5) a completed Application for Judicial Branch Federal Employment (Form AO-78). You may download this form from our website www.arwp.uscourts.gov. Attachments must be saved as a single PDF file. Email your complete packet to: hr@arwp.uscourts.gov. The letter of interest should describe your experience as it relates to staffing, budget, project management, philosophy of managing and leading, human resources, and information technology. The letter should also include a description of leadership achievements and future leadership goals.

Only qualified applicants will be considered for this position. Incomplete applications may not be considered. The court is not authorized to reimburse travel expenses for interviews.

ADDITIONAL INFORMATION

This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

The court requires employees to adhere to the Code of Conduct, which is available at www.uscourts.gov.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

The court provides reasonable accommodations to applicants with disabilities in accordance with the Americans with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at hr@arwp.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.

THE UNITED DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE.

*Applicants may view the district's Equal Employment Opportunity (EEO) and
Employment Dispute Resolution (EDR) Plan on our website at www.arwp.uscourts.gov.*