



**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF PENNSYLVANIA**  
**Joseph F. Weis Jr. Courthouse**  
**700 Grant Street, Suite 3110**  
**Pittsburgh, PA 15219**  
**Website: [www.pawd.uscourts.gov](http://www.pawd.uscourts.gov)**

## **POSITION VACANCY ANNOUNCEMENT**

Position Title: Chief United States Probation Officer  
Salary Range: JSP 16 - JSP 17 (\$145,914 – \$194,331)  
Location: Pittsburgh, PA  
Opening Date: July 13, 2018  
Closing Date: August 31, 2018  
Starting Date: To Be Determined  
Announcement No. 18-07

### **POSITION**

The United States District Court for the Western District of Pennsylvania is seeking a qualified individual for the position of Chief Probation Officer. The Chief Probation Officer administers and manages the daily operations of the U.S. Probation Office. The Chief Probation Officer is a Court Unit Executive who operates under the direction of the Chief Judge and the court. The United States District Court for the Western District of Pennsylvania is one of three federal judicial districts in Pennsylvania. The Western District of Pennsylvania is made up of 25 of the 67 counties in Pennsylvania.

### **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 within the probation office; ensures that all personnel are carefully selected and adequately trained.
- Manages the staff of the office including all clerical, professional, supervisory and administrative personnel.
- Directs the probation office financial service functions including management of the annual budget and oversight of purchasing, contracting and accounting functions in compliance with the U.S. Government and Judicial Branch regulations and controls.
- Projects personnel needs, space allocation, operating allowances and other district 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.

- Reports directly to the Chief Judge. Maintains liaison with other district and magistrate judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing and supervision 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 a program of pretrial services 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 among the court's divisions and to national programs is required.

## **MINIMUM QUALIFICATIONS**

To qualify for a position of Chief Probation Officer up to JSP 16, a person must have a bachelor's degree from an accredited college or university and possess at least three years of progressively responsible specialized experience, earned after the bachelor's degree has been issued. To qualify for JSP 17, a person must, in addition to the three years of progressively responsible specialized experience, possess three years of substantial management experience earned after the bachelor's degree has been issued. 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, marshal, or similar position, other than 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.

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 any of the court unit executive or type II second in command titles, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

## **COURT-PREFERRED SKILLS**

Additional qualifications, skills, and experiences preferred, but not required, include:

- Previous management/operational leadership experience, education, or training relevant to U.S. Probation Office operations, with a preference for such experience in the context of a probation/supervision agency.
- Substantial/high-level management experience in all areas of the operation and management of federal probation services, including financial management, oversight of information technology and human resources functions, and experience in long and short-range planning.
- Excellent analytical and 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.
- Knowledge of evidence-based practices and re-entry initiatives which clearly link to current and future operations and activities.
- Comprehensive knowledge of and substantial experience in all areas of probation and/or pretrial services office. Knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.
- An advanced degree in a relevant and related field of study is preferred.
- Knowledge of federal judiciary strategic direction, policies, and procedures.

## **DESIRABLE PERSONAL CHARACTERISTICS**

Successful candidates must:

- Be leaders and motivators, mature, highly organized, and detail-oriented;
- Possess tact, good judgment, poise, initiative and have a presence that builds confidence in others;
- Maintain a professional demeanor at all times;
- Be able to effectively interact with Judges, the legal community, and other law enforcement, corrections, and service providing organizations, adapt to change while leading an organization to obtain results under challenging conditions, inspire and motivate others to perform at a high level, work harmoniously with other employees and the public, meet multiple deadlines, balance the demands of varying workload responsibilities and deadlines, maintain confidentiality, and work well under the pressure of short deadlines or other stressful circumstances;
- Exercise discretion, foster high ethical standards, display leadership, vision, and innovation, and demonstrate integrity while meeting the district's vision, mission, and goals; and
- Have the ability to think through problems with a fresh point of view notwithstanding challenges of complexity and ambiguity.

## **APPLICANT REQUIREMENTS AND CONDITIONS OF EMPLOYMENT**

Each applicant must be a U.S. Citizen or seeking citizenship if applicable criteria are met. 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 selected candidate will be subject to a Single Scope Background Investigation (SSBI) as a condition of employment. Appointment will be made provisionally, pending the completion of the required background investigation and a favorable suitability determination.

The selected candidate will undergo a drug screening prior to appointment. Upon successful completion of the drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court.

As a condition of employment, incumbent will be subject to ongoing random drug screening and updated background investigations every five years.

Employees of the U.S. District Court are “at-will” employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review at:

<http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

## **ADDITIONAL IMPORTANT INFORMATION FOR APPLICANTS**

Ordinarily, probation and pretrial services officers and assistants may be considered as qualifying as “Law Enforcement Officers” (“LEO”) under Office of Personnel Management (“OPM”) and Administrative Office (“AO”) criteria. Those in LEO-qualifying positions must not have reached their 37th birthday at the time of first appointment as a LEO since separation is mandatory upon reaching the age of 57 (and retirement eligibility requires 20 years of service). For an applicant with previous LEO experience under the CSRS or FERS with either a subsequent break in service or intervening service in a non-LEO position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37. For example, for a candidate with five years of creditable previous law enforcement experience, the maximum entry age would be 42.

A person appointed as the Chief Probation Officer who has not been previously classified as a federal LEO and is not subject to LEO hazardous duty retirement coverage is not subject to the maximum entry age provisions above.

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

## **HOW TO APPLY AND APPLICATION REQUIREMENTS**

Consideration will only be given to those who apply online through the court’s online application tracking system and provide the required application documents no later than August 31, 2018. Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered. To apply, visit the court’s website Employment Section (Court Info) of the Western District of Pennsylvania website at: <https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=jebret4e&pos=18-07>

Qualified applicants should submit:

- A cover letter stating the reason for your interest in the position.
- A resume, including complete employment, educational history, skills, and salary history.
- A completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when accessing the online application tracking system or at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>
- Narrative statement (1) explaining your management style or philosophy; (2) describing the most complex project for which you were responsible, including its planning and execution; and (3) detailing how your experience relates to the minimum qualifications, court-preferred skills and desirable personal characteristics of this vacancy announcement making you qualified for this position.

Selected applicants will be invited to participate in a personal interview and will be asked at the time this invitation is made to submit contact information for three (3) professional references. Candidates who are not selected for an interview will be notified of such at the conclusion of the recruitment process.

**The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.**

**The United States District Court is an Equal Opportunity Employer**