



**UNITED STATES PROBATION OFFICE
WESTERN DISTRICT OF KENTUCKY**

VACANCY ANNOUNCEMENT

No. 2011-01

OPENING DATE: December 2, 2011

CLOSING DATE: December 30, 2011

LOCATION: U.S. Probation Office (WD/KY)

POSITION: DEPUTY CHIEF UNITED STATES PROBATION OFFICER - Type II

SALARY RANGE: JSP 14 to 16, Based on qualifications and experience (promotion capability to JSP 16 without further competition)
\$96,690 - \$165,300

Open To “All Applicants”

Introduction

The Western District of Kentucky has five U.S. District Judges (one of whom is a senior Judge, and one of whom we share with the Eastern District of Kentucky). We also have four Magistrate Judges. The district has courthouses in Paducah, Owensboro, Bowling Green, and Louisville (as well as two military bases in Fort Campbell and Fort Knox), and satellite offices in Bowling Green, Owensboro, Paducah, and Hopkinsville.

The Deputy Chief (Type II) will have district-wide responsibilities. The incumbent will oversee the district-wide court and supervision services and provide other needed administrative and management services. These services will consist of direct supervision of the Supervising U.S. Probation Officers and oversight for the continuity, training, and overall quality of the investigative and supervision services provided for the Court. Other duties include administrative functions in support of the district.

The Deputy is the “alter ego” of the Chief and serves in the Chief’s capacity during absences of the Chief. A strong collaborative relationship is required.

Responsibilities Of This Position Include, But Are Not Limited To:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the Court, institutions, and parole authorities, and the effective supervision of defendants and offenders.

- Ensures the accountability and development of the management team and staff in the performance of their duties.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of probation and parole policies in the district.
- Assists the Chief Probation Officer in managing the district's budget.
- Assists in the selection of professional and clerical personnel for appointment.
- Participates in systematic analysis of performance for all subordinates.
- In consultation with the Chief, develops, leads, implements and manages programs and projects.
- 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 estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- 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 which encourage staff loyalty, enthusiasm, and morale.
- Recommends and develops training programs and supports training opportunities for staff; encourages, mentors, and ensures continuous professional development and learning.
- Participates in public relations which explain correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with a special focus on alleviating hazardous office and field incidents.
- Occasionally, deputy chief probation officers may perform the duties of a probation or pretrial services officer or supervising probation or pretrial services 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.

Qualifications

To qualify for a position of Deputy Chief Probation Officer Type II at JSP 14, 15 or 16, a person must have a bachelor's degree from an accredited college or university and possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

JSP Grade Level	Years of Specialized Experience
14	6
15	7
16	7

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs as required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and a correctional researcher may constitute a portion of the specialized experience. Experience in police officer, FBI agent, customs agent, marshal or similar positions do not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Education Substitutions

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or, completion of a master's degree or two years graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

Note: A degree which relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

Preferred Qualifications

Additional qualifications, skills, and experience preferred:

- A graduate degree in a closely related field.
- Previous supervisory/management/leadership experience, education, or training relevant to U.S. Probation Office operations.
- Direct management experience in developing, implementing and administering comprehensive results-oriented, evidence-based programs, practices and policies for post-conviction offenders under probation or supervised release.
- Experience in budgeting (i.e., budget creation, review and oversight) and financial management (including internal controls and internal audits), staffing, and human resource functions, long and short-range planning, and oversight of information technology.

Physical Requirements and Entry Age

In order to be included under federal law enforcement officer 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.

For an applicant with previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees’ Retirement System and either a subsequent break in service or intervening service in a non-law enforcement officer 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.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

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

Prior to appointment, applicants considered for this position will undergo a full FBI background investigation.

Application Process

Applicants must be citizens of the United States of American or be eligible to work in the United States.

Qualified applicants should submit one original and one copy of a resume, cover letter, salary history, and strategic plan (as outlined below):

- Deputy Chiefs are required to lead, develop, implement and manage projects in consultation with the Chief. One of the projects on the horizon for WD/KY is our need to become paperless. Please provide a strategic plan describing how you would approach this project as Deputy. Specific knowledge of the Western District is not necessary. Rather, the emphasis should be on your thought process and approach to the task. In your plan please address, but do not limit yourself to, the following areas: (a) identification of stakeholders; (b) identification of the types of barriers you anticipate in leading a change initiative; and, (c) ideas for overcoming those barriers;

While specific knowledge of WD/KY is not necessary, a general idea of the infrastructure which is already in place to support the project may be of assistance. Each office (headquarters and four field offices) have high volume scanners. We have also implemented the document imaging module (PDIM) such that the vast majority of documents we generate as well as those we receive from the Court are uploaded into PACTS. However, we still rely upon and maintain paper files.

The application packet should be mailed to the below address by no later than December 30, 2011:

U.S. Probation Office
Attn: Human Resources
400 Gene Snyder U.S. Courthouse
601 W. Broadway
Louisville, KY 40202-2277

This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay.

The U.S. Probation Office is an Equal Opportunity Employer