



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	Assistant Deputy Chief U.S. Probation Officer CL 30/CL 31 Target Grade: CL 31
ANNOUNCEMENT:	P14-01
LOCATION:	Northern District of Texas
OPEN DATE:	November 12, 2013
CLOSING DATE:	December 13, 2013
EFFECTIVE:	May 1, 2014
STARTING	\$81,758 - \$155,500
SALARY:	Table 56

Promotional opportunity, based on performance, to target grade without further competition

DISTRICT SUMMARY

This district is one of the largest in the United States. We serve a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexican border. Our headquarters office is located in Dallas in the Earle Cabell Federal Building. We also have offices located in the federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock and Amarillo. In the Dallas/Fort Worth metroplex area, we have one additional office located in Arlington, TX.

POSITION OVERVIEW

The Assistant Deputy Chief will work directly with supervisors as a coach and mentor. The goal is to achieve a high level of communication and trust district-wide through collaboration among supervisors. The focus will be on Strengths-Based Leadership, Evidence Based Practices, modeling our district's Vision, Mission Statement and Guiding Principles as well as our national Charter for Excellence and Code of Conduct. The Assistant Deputy Chief will also work closely with the Chief and Deputy Chief to facilitate communication at all levels within the organization. This position will report to the Deputy Chief.

Job responsibilities include, but are not limited to:

- Directing a major program segment of the total organization, and assuring time, performance and quality measures are met.
- Matching required resources to adequately support program responsibilities.
- Monitoring the performance of supervisors by providing consistent and ongoing feedback.
- Maintaining equity among subordinate units in terms of performance standards, rating techniques of employees, and work performed.
- Recommending or consulting with chiefs on proposed changes to enhance the overall capability/productivity of the organization.
- Making decisions on controversial or potentially damaging work problems presented by subordinates.
- Recognizing each supervisor's individual strengths and encouraging supervisors to develop professionally through utilization of those strengths.
- Working with supervisors individually, and as a team to achieve excellence within each office and across the district.
- Fostering teamwork and collaboration among supervisors to achieve common goals.
- Participating in district and national initiatives and projects in order to continually improve our effectiveness in serving our stakeholders and encouraging such participation among those he/she supervises.

U.S. Probation is an Equal Opportunity Employer

CLASSIFICATION REQUIREMENTS

To qualify for this classification the applicant must have at least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain

- Skill in developing the interpersonal work relationships needed to lead a team of employees
- The ability to exercise mature judgment
- A thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved
- At least one year of experience at CL-29.

Experience

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in federal community correction or pretrial programs is required.

MINIMUM POSITION REQUIREMENTS

Applicants must possess a thorough knowledge of national and statutory policies, procedures, and administrative practices specific to the supervision of federal offenders/defendants. Additionally, the ideal applicant will have experience in two of the three federal probation disciplines: pretrial services, court services, or supervision.

To qualify for this position the applicant must have demonstrated the ability to:

- Utilize evidence based principles in making decisions and leading others
- Build and maintain effective work relationships with peers, management, and subordinates
- Communicate effectively
- Successfully manage and implement policy and procedural changes
- Maintain discretion when dealing with sensitive matters
- Develop & execute short-term and long-term goals
- Think analytically
- Use creativity and innovation in problem solving and implementation of solutions
- Think with the big picture in mind
- Manage work in two of the three federal probation disciplines: pretrial services, presentence, and post-conviction supervision
- Manage time and resources effectively
- Adapt to and effectively use available technology

Prior supervisory experience is preferred but not required.

HOW TO APPLY

Please submit your resume packet to the below email. All documents must be in PDF format.

Resume Packet

- Resume (3-page limit)
Must include educational and work history, achievement, and all job-related experience relevant to the open position
- Cover Letter (4-page limit)
Must address how the minimum position requirements identified in this announcement are met

U.S. Probation is an Equal Opportunity Employer

SCREENING PROCESS

Tier I - Resume Packets Reviewed

Each applicant's resume packet will be reviewed by the screening board. The most qualified applicants will be selected to move on to Tier II.

Tier II - Application Packets Reviewed

Candidates selected to move on to Tier II will be asked to submit:

- Application Packet - Application, original or certified copy of transcripts, copy of any certifications (if applicable).
- Performance Documents - Performance evaluations and any achievement write-ups covering the current and previous two years.

Tier III - Interview

Candidates selected to move on to Tier III will be invited to the interview. Prior to the interview, candidates will receive a scenario which they will be required to address in a 15 minute presentation to the selection panel. Following the presentation, 45 minutes will be allotted for questions and answers. Interviews will be held in our headquarters office located in Dallas, TX. In the event a second interview is required, the second interview may be conducted via video or teleconference.

Qualified applicants should email their resume packet to:

Human Resources - #P14-01 (Assistant Deputy Chief U.S. Probation Officer)

Attn: Human Resources Manager

E-mail: human_resources@txnp.uscourts.gov

DISCLOSURES

- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- U.S. Probation reserves the right to re-advertise or extend the screening process for this position.
- The final candidate will be subject to a records check with law enforcement agencies and credit bureaus.
- As a condition of employment, the incumbent will be subject to a 10-year scope background investigation every five years.

U.S. Probation is an Equal Opportunity Employer