



# CAREER OPPORTUNITY

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE

## Texas Northern

<b>POSITION TITLE:</b>	Deputy Chief U.S. Probation Officer Type II
<b>ANNOUNCEMENT #:</b>	21-01
<b>DUTY STATION:</b>	Northern District of Texas
<b>OPEN DATE:</b>	10/23/2020
<b>CLOSING DATE:</b>	Open until filled with preference given to those who apply by 11/20/2020
<b>STARTING SALARY:</b>	JSP 14/15/16 (\$107,807 - \$181,500) Salary based on experience and qualifications.
<b>ANTICIPATED START DATE:</b>	January 4, 2021

***Open to current United States Probation and/or Pretrial Service Officers only. Lateral transfer requests will be considered for this position.***

### DISTRICT MISSION STATEMENT

We value each individual and their potential to change. As effective agents of that change, we provide excellent service to our clients and the courts, creating a safer community through the fair administration of justice. Our guiding principles are: Dedication, Empowerment, Idealism, and Integrity.

### DISTRICT SUMMARY

The Northern District of Texas is a learning organization which encourages all staff to explore opportunities for meaningful personal, professional, and organizational growth. We expect and support team members to continue developing throughout their careers. We recognize that individuals have varying talents and passions, and we seek to match roles, responsibilities, and opportunities to build individual strengths, while meeting the mission of the organization. We believe that leadership is a shared responsibility of all team members and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

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

## **POSITION OVERVIEW**

The Northern District of Texas seeks a highly proficient and organized Deputy Chief U.S. Probation Officer Type II to carry out the mission of the U.S. Probation and Pretrial Services Office. This is a professional, executive position in which the selected candidate will lead, motivate, direct, and assist the Chief U.S. Probation Officer in all areas of management and leadership of the district. The Deputy Chief will perform a wide range of high-level administrative, functional and supervisory work which encompass the investigation and supervision of defendants/persons under supervision, as well as operations of the office. The incumbent will report directly to and assist the Chief Probation Officer. The Deputy Chief is the "alter ego" of the Chief, and as such, a strong collaborative relationship is required. The ideal candidate will have a thorough knowledge of the Federal Probation and Pretrial Services system and possess extensive leadership experience. At the discretion of the Chief, the position is intended to be located primarily in the Dallas headquarters office. The incumbent will be required to frequently travel to divisional offices throughout the district.

In assisting the Chief U.S. Probation Officer in the administration and leadership of the district, the Deputy Chief Probation Officer will perform duties and responsibilities such as, but not limited to, the following:

- Assisting the Chief U.S. Probation Officer in the development and implementation of strategic goals and initiatives, including the formulation, implementation and monitoring of evidence-based policies and procedures.
- Assisting in establishing results oriented, evidence-based standards for leadership of office work products and service outputs. Monitoring statistical and DSS reports for the effectiveness of current operations. Performing team reviews for quality control purposes of supervision, pretrial and presentence units.
- Managing, developing and mentoring staff, including establishing standards, evaluating performance, handling disciplinary actions and terminations.
- Participating in the organization and leadership of the office to ensure expeditious investigative work for the Court, institutions and authorities, and the effective supervision of defendants and persons under supervision. Ensuring statutes, guidelines, case law and rules pertaining to pretrial and presentence investigation and supervision of defendants and persons under supervision is applied and adhered to appropriately, fairly and consistently.
- Assisting in the selection of professional and administrative personnel for appointment.
- Managing administrative aspects of office operations and determine office needs, including personnel needs, space requirements, fiscal budget needs, etc. Assisting in estimating personnel, space allocation, travel expenses and training requirements. Assisting in certifying financial transactions for the district. Developing office policies pertaining to personnel management, succession and aggregate planning, efficiency and effectiveness, safety and quality control.
- Assisting the Chief U.S. Probation Officer in policy development relating to pretrial, presentence and supervision issues.
- Assisting the Chief U.S. Probation Officer in making operational decisions, including allocating resources, developing policies and strategies, and researching and initiating new programs in support of our mission.
- Facilitating and overseeing conflict resolutions and coordinating cross-functional problem solving.
- Assisting in formulating, implementing, monitoring and modifying organizational policy involving collaboration with judges and other court personnel. Assisting, leading, participating and/or collaborating in the development and implementation of judiciary-wide policies and procedures.

Interpreting, applying and ensuring compliance with *The Guide to Judiciary Policies and Procedures*.

- Assisting in promoting and maintaining conditions which encourage staff engagement, enthusiasm and morale. Recommending and developing training programs and supporting training opportunities for staff; encouraging and supporting mentors to ensure continuous professional development and learning district wide.
- Complying with the Code of Conduct for judicial employees and court confidentiality requirements. Demonstrating integrity, sound ethics and mature judgment at all times. Handling confidential information in a careful and deliberate manner.
- Serving, as necessary, on national committees to develop resources for the District.
- May perform the duties of a pretrial, probation or supervisory officer, as necessary.
- Functioning as Acting Chief Probation Officer in the Chief's absence.
- Performing other duties as required by the Court and/or the Chief U.S. Probation Officer.

### **CLASSIFICATION REQUIREMENTS**

Qualified applicants must currently be an employee of the Federal Judiciary.

To qualify for the position of Deputy Chief U.S. Probation Officer Type II at JSP 14, 15 or 16, the applicant must possess the following years of specialized experience. This includes completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, sociology, human relations or business, public administration or other related field.

<b>JSP Grade Level</b>	<b>Years of Required Specialized Experience</b>
14	Six years
15	Seven years
16	Seven years

### **SPECIALIZED EXPERIENCE**

- Specialized experience is progressively responsible experience in the investigation, supervision, counseling and guidance of defendants/persons under supervision in evidenced based community correctional programs.
- Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and/or correctional researcher may constitute a portion of the specialized experience.
- Experience as a police officer, FBI Agent, customs agent, marshal, or similar position does not meet the requirement of specialized experience.

### **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 specialized experience; completion of a master's degree or two years of 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 that relies primarily upon credit for life experience rather than academic course work does not qualify for substitution of educational experience for actual work experience under this section.

### **COURT PREFERRED SKILLS, EDUCATION AND EXPERIENCE**

- An advanced degree in the fields listed previously under "qualification requirements"
- Possess at least two years of experience in supervising professional staff, with demonstrated excellence in problem solving and interpersonal skills
- Previous supervisory/management/leadership experience, education or training relevant to practices of the U.S. Probation and Pretrial Services Office
- Experience in budget development and financial management (including internal controls and internal audits). The selected candidate will be expected to obtain the certifications and training related to the AO's Contracting Officers Certification Program (COCP) or its equivalent within two months of appointment.
- Experience in staffing and human resources functions, long and short-range planning, and oversight of information technology
- Ability to think critically at a high level
- Demonstrated ability to make decisions from an organizational perspective
- Knowledge and demonstrated application of Evidence-Based Practices (EBP) in community supervision
- Ability to exercise mature judgment and maintain a professional appearance/presence
- Possess significant self-awareness, self-management, social awareness and relationship management skills
- Demonstrated ability to work well with all levels of staff in a professional manner
- 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
- Must have excellent time management skills, be detail oriented, and the ability to balance multiple tasks simultaneously and effectively
- Specialized experience must be earned after the receipt of the applicant's bachelor's degree

### **BENEFITS**

Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance, optional long term care coverage and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, a pre-tax reimbursement program, federal holidays and mandatory electronic Funds Transfer for payment of net pay.

## **HOW TO APPLY**

Applicants who meet the classification and minimum position requirements should upload the documents listed below using the HR Employment Application System located at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=21-01>

*Note: This system will not let you continue without uploading all documents.*

Documents to include:

1. Current resume
2. Letter of interest indicating how you have prepared for the position of Deputy Chief U.S. Probation Officer of Texas Northern and include one example of what you would bring to the position
3. Current AO-78 Application - available [here](#)
4. Two most recent performance evaluations
5. Three professional references - available [here](#)
6. Transcript(s)

Unofficial transcripts may be uploaded via the link above. However, if not already on file with TXN Probation & Pretrial Services, **official transcripts** must be submitted by:

- A link sent to [HR@txnp.uscourts.gov](mailto:HR@txnp.uscourts.gov) from your university or college, or
- Regular mail or overnight courier to

**U.S. Probation - HR Department  
1100 Commerce Street, Room 1329  
Dallas, TX 75242**

Candidates selected for interview may be interviewed via video and may be required to make a presentation and answer questions provided prior to the interview date.

## **DISCLOSURES**

- U.S. Probation and Pretrial Services requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- U.S. Probation and Pretrial Services reserves the right to modify the conditions of this job announcement, extend the screening process, withdraw or re-advertise the announcement; or fill the position sooner than the closing date without prior notice.
- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements set forth by appropriations and statute.
- Candidates may receive an assignment to complete during the screening process.
- Only the most qualified applicants will be interviewed and only those who are interviewed may receive a response regarding their application status.
- The final candidate(s) will be subject to a record check with law enforcement agencies and credit bureaus prior to selection.
- Positions designated as highly sensitive are subject to an additional background investigation.

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U.S. Probation is an Equal Opportunity Employer