

**UNITED STATES PROBATION OFFICE  
DISTRICT OF NEVADA**

**EXTERNAL  
VACANCY ANNOUNCEMENT  
NO. 2012-05**

<b>POSITION TITLE:</b>	<b>DEPUTY CHIEF PROBATION OFFICER (TYPE II)</b>
<b>SALARY RANGE:</b>	<b>JSP-15 or JSP-16, Based on qualifications and experience. (Promotion capability to JSP 16 without further competition.) (\$113,735 - \$165,300)</b>
<b>OPENING DATE:</b>	<b>March 28, 2012</b>
<b>CLOSING DATE:</b>	<b>April 13, 2012</b>
<b>LOCATION:</b>	<b>U.S. Probation Office - District of Nevada</b>

**DEFINITION:**

The U.S. Probation Office for the District of Nevada is seeking a Deputy Chief Probation Officer, Type II. The Deputy Chief Probation Officer assists the Chief Probation Officer in the administration and management of Federal probation and parole services.

The District of Nevada Probation Office oversees the entire state of Nevada. There are 50 staff members located in the headquarters office in Las Vegas and 13 additional staff located in the divisional office in Reno.

**DUTIES AND RESPONSIBILITIES:**

The Deputy Chief Probation Officer has a variety of duties and responsibilities that include but are not limited to the following:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts and institutions, and the effective supervision of probationers and supervised releasees.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of supervision policies in the district.
- Coordinates and oversees the development, implementation, administration, and evaluation of comprehensive results-oriented evidence-based programs, practices and policies for post-conviction offenders on probation or supervised release.
- Oversees quality control of the office operations including: random reviews/checks of presentence and supervision reports/duties, Probation and Pretrial Services Case Tracking System PACTS/Decision Support System (DSS) data as well as review of other relevant information.

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- Is responsible for the Probation Office Annual Internal Controls Assessments including ensuring that any findings from such annual assessments or independent audits are addressed in a timely manner.
- Assists in the selection of professional and clerical/support personnel for appointment.
- Participates in systematic analysis of performance for all subordinates.
- Supervises office staff including all clerical, professional, supervisory, and administrative personnel; pays particular attention to travel, leave, and scheduling of work hours.
- Supervises administrative work to include the inventory and ordering of 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 other U.S. Probation Officers to assure all requests for assistance from other districts are met promptly and effectively.
- 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.
- Performs team reviews, for quality control purposes, of both the supervision and presentence units.
- Identifies training needs within the district.
- Participates in public relations which explain probation, parole, and other 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 special focus on alleviating hazardous office and field incidents.
- Occasionally, deputy chief probation officers may perform the duties of a probation officer or supervising probation officer.
- Performs an internal office audit on a yearly basis and monitors compliance with the District's Internal Controls Policy.
- Performs other duties as required by the chief probation officer

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### **QUALIFICATIONS - EXPERIENCE AND EDUCATION:**

To qualify for a position of Deputy Chief Probation Officer Type II at JSP 15 or 16, the incumbent must have a bachelor's degree from an accredited college or university and must possess seven years of specialized experience, one of which must have been at the next lower grade level or its equivalent (CL-30 or CL-31).

#### **Specialized Experience:**

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in evidence-based community corrections or pretrial programs is required. Experience as a police officer, FBI agent, customs agent, marshal or similar position does not meet the requirements of specialized experience. *Specialized experience must be earned after the bachelor's degree has been granted.*

#### **Educational 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 specialized experience.

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.

#### **Substitution and Crediting of Substantial Management Experience:**

Three years in a position of substantial management experience may be substituted for the requirement that one of the above years of specialized experience must have been at or equivalent to the next lower grade level.

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 deputy chief probation officer or assistant deputy chief probation officer.

#### **COURT-PREFERRED SKILLS:**

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.

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- Direct management experience in developing, implementing, administering, and evaluating comprehensive results-oriented evidence-based programs, practices and policies for post-conviction offenders under probation or supervised release.
- Experience in budgeting (e.g., budget creation, review and oversight) and financial management (including Internal Controls and internal audits), staffing and human resources functions, long and short-range planning, and oversight of information technology.
- 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 time management skills, be detail-oriented and have the ability to handle multiple tasks simultaneously.
- Must be able to travel frequently and have the ability to be available beyond a standard 40-hour work week when necessary.

### **DESIRABLE PERSONAL CHARACTERISTICS:**

Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is a necessity. Must be flexible and conscientious about detail and accuracy. Must be able to balance the demands of varying workload responsibilities and deadlines.

### **MAXIMUM ENTRY AGE FOR LAW ENFORCEMENT RETIREMENT COVERAGE:**

*In order to be included under federal law enforcement officer retirement 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 37<sup>th</sup> birthday at the time of appointment.** Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirements.

### **PHYSICAL REQUIREMENTS:**

The duties of probation officers require the investigation and management of alleged criminal offenders or convicted offenders who may present physical danger to officers and to the public. In the supervision, treatment and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses. Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties and are subject to fitness for duty evaluations. Vision and hearing must also be adequate to perform the duties listed safely and effectively. Travel within the state is required.

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*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 a 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 this vacancy are available for public review at <http://www.uscourts.gov/>.

### **INFORMATION FOR APPLICANTS:**

If the selectee is currently in a federal hazardous duty position, mandatory retirement requirements apply.

Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, training, and education. As determined by the Chief Probation Officer, references and former employers (whether listed as references or not) of the final group of candidates may be called to seek information on past performance history.

The Court requires employees to adhere to a Code of Conduct that is available upon request. Prior to appointment, applicants considered for this position will undergo a full field background investigation, a credit record check, and pre-employment medical examination and drug screening as conditions of employment. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years.

### **BENEFITS:**

The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "AT-Will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to benefits similar to those of other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System, which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory electronic funds transfer for payment of net pay.

### **CONDITIONS OF EMPLOYMENT:**

Applicants must be citizens of the United States of America or be eligible to work in the United States. Candidates selected for interviews will be required to participate in appropriate testing as part of the screening process. This office will call references of the final group of candidates and may call former employers (whether listed or not) to seek information on past performance history. Finalists will also be required to submit to a background investigation (including criminal history and credit history) before an offer of employment is made. Prior to appointment and as a condition of employment, **applicants considered for this position must undergo and successfully complete a full field ten-year background investigation and pre-employment medical examination and drug screening.** In addition, the incumbent will be subject to random drug screening throughout employment and updated background investigations similar to the initial investigation every five years.

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### **APPLICATION PROCESS:**

Qualified applicants should submit an original and three (3) copies of:

- A letter of application which outlines your personal management philosophy and addresses the knowledge, skills, and experience necessary to perform the duties of the Deputy Chief Probation Officer. Special attention should be given to your knowledge of evidence-based practices, including a district plan for the future.
- A current resume detailing the years of specialized managerial experience in the federal probation system, including dates of employment, salary history, functions managed, and number and composition of personnel. Applicants must clearly state their experience and the corresponding time in the applicable Judiciary Salary Plan (JSP) grade or Court Personnel System (CPS) classification level.
- Two most recent performance evaluations.
- References.

The application packet should have a postmark date of April 13, 2012, be marked **Confidential**, and mailed to:

Human Resources Specialist - DCUSPO Position  
U.S. Probation Office  
300 Las Vegas Blvd. So, Suite #1200  
Las Vegas, NV 89101-5813

An incomplete application packet will disqualify the applicant from further consideration.

The U.S. Probation Office will only communicate with those individuals who will be invited for personal interviews. The U.S. Probation Office is not authorized to reimburse the selectee for relocation expenses.

The U.S. Probation Office reserves the right to amend or withdraw this vacancy announcement, or fill the position earlier than the closing date, any of which may occur without written notice to applicants.

NO EMAILS OR FAXES WILL BE ACCEPTED.

**AN EQUAL OPPORTUNITY EMPLOYER**