



**United States District Court
District of Wyoming**

**VACANCY ANNOUNCEMENT
2012-02**

POSITION TITLE:	Deputy Chief United States Probation Officer – Type II
SALARY RANGE:	JSP 14 to 16 based on qualifications (promotion capability to JSP 16 without further competition) \$96,690 to \$165,300
APPOINTMENT TYPE:	Full time
DUTY STATION:	Cheyenne, Wyoming
OPENING DATE:	July 2, 2012
CLOSING DATE:	August 6, 2012

The District of Wyoming consists of one Senior U.S. District Judge, three U.S. District Judges, and one full-time Magistrate Judge. The District has courthouses in Cheyenne, Casper, and Jackson with Probation Offices in Cheyenne, Casper, and Lander. The Lander office serves the Wind River Indian Reservation.

REPRESENTATIVE DUTIES:

The Deputy Chief (Type II) responsibilities will include District-wide court and supervision services and will provide administrative and management services to include:

- Direct supervision of the Supervising U.S. Probation Officers in Cheyenne and Casper as well as other staff, as assigned.
- Oversight for the continuity, training, and overall quality of the investigative and supervision services provided for the Court.
- Assistance to the Chief Probation Officer in formulation, implementation, and modification of policies in the District.
- Assistance in selection of professional and clerical personnel for appointment.
- Assistance in performance evaluations for all subordinates.
- Estimating personnel, space allocation, travel expenses, and purchase of services, equipment, and supplies.

- Establishing and maintaining cooperative relationships with other U.S. Pretrial and Probation Offices to assure all requests for assistance from other Districts are met promptly and effectively.
- 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.
- Establishing and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- Participating in public relations to explain probation, parole, and other correctional services to the community.
- Conferring with judges, attorneys, and other interested parties to interpret office policy and procedures.

ORGANIZATIONAL RELATIONSHIPS:

The Deputy Chief Probation Officer reports directly to the Chief Probation Officer and serves in the Chief's capacity during her absence. The Deputy Chief is the "alter ego" of the Chief and as such, a strong collaborative relationship is required.

QUALIFICATIONS:

To qualify for the position of Deputy Chief Probation Officer JSP 14 through JSP 16, an applicant must have a bachelor's degree from an accredited college or university plus three years of specialized experience, one year must have been at the next lower grade level or its equivalent. Three years of specialized experience is mandatory and does not allow any substitutions. Five years of specialized experience is preferred.

Specialized Experience: Progressively responsible experience in investigation, supervision, counseling and guidance of offenders in community corrections or probation 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.

PREFERRED QUALIFICATIONS:

Additional qualifications, skills, and experience preferred:

- A graduate degree in a closely related field, or completion of the Federal Judicial Center's Leadership Development Program.
- 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.

- Strong analytical, time management and writing skills, and the ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, timely, clear and concise manner.
- Substantial knowledge and experience in the operations and management of federal probation services, particularly in the District of Wyoming.
- Knowledge of the U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.

APPLICANT REQUIREMENTS AND CONDITIONS OF EMPLOYMENT:

Each applicant must be a U.S. Citizen or eligible to work in the United States.

The Probation Office is not authorized to reimburse candidates for travel associated with the application process or moving expenses.

This position will 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.

Because officers must effectively deal with physical attacks and are subject to moderate arduous physical exertion, applicants must be physically capable to do field work and possess a valid driver's license. First-time appointees must not have reached their **37th** birthday at the time of appointment.

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. The incumbent will be subject to ongoing random drug screening, updated background investigations every five years, as additional conditions of employment. Subsequent fitness-for-duty evaluations for reasonable cause may be required by management, if deemed necessary.

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.

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. Benefits include paid holidays and annual/sick leave accrual, participation in the Federal Employees' Retirement System (contributes to the Social Security Retirement Program), Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Federal Employees' Dental and Vision Programs, Thrift Savings Plan (similar to 401K plan with employer matching contributions). This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay.

RETIREMENT COVERAGE:

To qualify for coverage under the law enforcement provision of the federal retirement system, there is a mandatory retirement age of 57 years with 20 years' federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits.

APPLICATION PROCESS:

Qualified applicants should submit original and three copies of a resume, cover letter, three letters of reference (minimum), two recent performance evaluations, and strategic plan (as outlined below):

Deputy Chiefs are required to lead, develop, implement and manage the change process in consultation with the Chief. Please provide a strategic plan describing how you would approach the changes resulting from you being chosen as deputy chief as well as a systematic approach to dealing with the changes already being experienced in the District of Wyoming. In your plan please address, but do not limit yourself, to the following areas: (a) identification of stakeholders; (b) identification of barriers you anticipate in leading a change initiative; and (c) ideas for overcoming those barriers.

The application packet should be marked **CONFIDENTIAL** and sent to the below address no later than August 6, 2012:

U.S. Probation Office
P. O. Box 847
Cheyenne, WY 82003-0847

If you have questions, please contact Tambra Loyd at (307) 433-2311.

Only the most qualified applicants will be selected for an interview, those applicants accepted for an interview will receive a response.

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