

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS**

POSITION ANNOUNCEMENT

Date: **August 16, 2012**
Position Title: **Chief Probation Officer**
Salary Range: **JSP 15 - JSP 18 (\$ 124,635 - \$ 174,000)**
Closing Date: **Friday, September 28, 2012**
Location: **Chicago, Illinois**
Starting Date: **February 2013**
Announcement #: **2012 - 27**

POSITION OVERVIEW:

The Court is seeking applicants for the position of Chief Probation Officer. The Chief Probation Officer leads and manages officers and support staff in the Chicago headquarters as well as in a divisional office in Rockford and a branch office in Lisle, Illinois. The Chief Probation Officer performs duties required by the Court, including the following:

- Leads the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers and paroles.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as probation officers to the court, and appoints all non-officer personnel; oversees all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals within the probation office; ensures that all personnel are carefully selected and adequately trained
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Directs the Probation Office financial service functions including management of the annual budget and oversight of purchasing, contracting, and accounting functions in compliance with the U.S. Government and Judicial Branch regulations and controls.

- Projects personnel needs, space allocation, operating allowances, and other district needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- Reports directly to the Chief Judge of the District Court. Maintains liaison with other district judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program that explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Performs related duties as required by the court.

MINIMUM QUALIFICATION REQUIREMENTS:

Educational Requirements:

A bachelor's degree from an accredited college or university. A master's degree is preferred.

Specialized Experience:

A minimum of three years of specialized experience is mandatory and does not permit any substitutions. Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or probation programs, preferably at the federal level. Three years of substantial management

experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade level. Experience in police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience, unless it is criminal investigative experience. Specialized experience must be earned after the bachelor's degree has been granted.

If the person does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

Crediting of Substantial Management Experience:

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, deputy chief pretrial services officer, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

Maximum Entry Age for Law Enforcement Retirement Coverage:

There is no "maximum entry age" for this position; however, 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 37th 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.

ADDITIONAL INFORMATION FOR APPLICANTS:

The United States Probation Office requires employees to adhere to a code of conduct that is available upon request. The final candidate will be subject to a full government background investigation and drug testing. All officer staff are subject to periodic re-investigations and drug testing, as well as annual financial disclosure reports.

APPLICATION PROCESS:

Qualified applicants are invited to submit: 1.) A cover letter of two pages or less that outlines your management philosophy and addresses the knowledge, skills and experience you possess to perform the duties of the Chief Probation Officer, 2.) A detailed resume including education, previous employment, and salary history, 3.) An Application for Judicial Branch Employment

(AO78), and 4.) A list with contact information of three professional and three personal references. The AO 78 form may be found at:

http://www.ilnd.uscourts.gov/home/clerksoffice/CLERKS_OFFICE/Human_Resources/Jobs/ao78.pdf

Application packages must be delivered or postmarked no later than September 28, 2012. Please mark application packages confidential and submit to:

Thomas G. Bruton
Clerk of Court
United States District Court
219 S. Dearborn Street, Room 2046
Chicago, IL 60604

Application packages may also be **e-mailed** as a single .pdf file to:

Probation_Chief_Apps@ilnd.uscourts.gov E-mailed applications must include the applicant's signature.

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The Court will not be responsible for expenses associated with traveling for interviews or relocating the successful candidate. Candidates who are not selected for an interview will be notified of such at the conclusion of the recruitment process. Due to budget constraints, this position may remain unfilled, with no further notification to applicants.

The Probation Office is within the Judicial Branch of the United States Government and its employees are entitled to federal employee benefits that include paid holidays, paid vacation and sick leave, participation in the Federal Retirement System, and optional participation in the federal health insurance program, group life insurance, group long-term disability insurance and flexible spending accounts.

The United States Courts is an Equal Opportunity Employer