

CAREER OPPORTUNITY

United States District Court, Western District of Wisconsin

Position Title: CHIEF U.S. PROBATION/PRETRIAL SERVICES OFFICER

Location: Madison

Salary Range: \$113,735 - \$165,300 (JSP 15, step 1 – JSP 16, step10)

Opening Date: September 17, 2012

Closing Date: November 9, 2012

Position will become available June 1, 2013

Position Overview

The chief probation/pretrial services officer administers and manages Federal probation, parole and pretrial services for the United States District Court, Western District of Wisconsin.

Representative Duties

Representative duties of the chief probation/pretrial services officer include the following:

1. Organizes the probation/pretrial services office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers and parolees and to ensure expeditious handling of investigative work for the courts and effective supervision of persons on pretrial release.
2. Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation, parole and pretrial services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
3. 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.
4. Selects and recommends candidates for appointment as probation and pretrial services officers to the court, and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
5. Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
6. Makes estimates of personnel, space allocation, and operating allowance 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.
7. Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
 8. Solicits contracts for carrying out the pretrial services functions.
 9. 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 in the performance of duty with minimal interference to service delivery.
 10. Maintains liaison with the chief judge and other judges and magistrates; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing and pretrial release and detention practices.
 11. 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.
 12. 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.
 13. Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
 14. Develops and maintains a public relations program which explains probation, parole, pretrial services to the community; and assumes responsibility for communication to the news media under the direction of the court.
 15. Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
 16. Coordinates local agencies which may serve as third-party custodians of persons on pretrial release.
 17. Advises the court on an ongoing basis of the eligibility, availability, and capacity of local agencies which may serve as third-party custodians of persons on pretrial release.
 18. Establishes and maintains contact with public and private agencies which provide employment and medical, legal, or social services.
 19. Develops, implements, and maintains a system to monitor and evaluate bail activities; provides information to the court on results of bail decisions; prepares periodic reports to assist in the improvement of the bail process.
 20. Occasionally, may perform the duties of probation or pretrial services officers or of supervising probation or pretrial services.
 21. Performs related duties as required by the court.

Organizational Relationships

The chief probation/pretrial services officer is under the administrative direction of the chief judge of the district court and is directly responsible for the administration of the probation/pretrial services office.

Qualifications

To qualify for a position of chief probation/pretrial services officer JSP-15 or 16, a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

Specialized Experience

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

Substantial Management Experience

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.

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.

Court Preferred Knowledge, Skills, or Experience

- A graduate degree from an accredited university in a closely related field is highly preferred.
- Previous successful management/leadership experience in positions in or closely related to federal probation and pretrial services.
- Substantial knowledge of financial management, information technology, human resources, and short and long range planning.
- Demonstrated high level of analytical and writing skills.
- Knowledge of federal judiciary strategic direction, policies, and procedures.
- Knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.
- Knowledge of evidence-based and re-entry initiatives.
- Demonstrated personal characteristics of leadership, strong communication skills, organizational skills, tact, good judgment, initiative, attention to detail, accuracy, professionalism, and adaptability.

Conditions of Employment

U.S. citizenship or eligibility to work permanently in the U.S. is required. The medical requirements and essential job functions derived from the medical guidelines for probation officers and officer assistants are available for public view at <http://www.uscourts.gov> (U.S. Probation and Pretrial Services/What Professional Standards Apply to Them/Officer and Officer Assistant Medical Requirements). A satisfactory pre-employment criminal records and credit check is required. Employment is contingent upon successful completion of a full field background investigation and updated background investigations every five years. The incumbent will be subject to on-going random drug screening. All employees of the United States Probation/Pretrial Services Office are required to adhere to the Judicial Code of Conduct.

As a federal law enforcement position, there is a maximum age requirement. First-time appointees must not have reached their 37th birthday at the time of appointment. Applicants 37 years or older who have previous federal civilian law enforcement officer experience may have the previous law enforcement service subtracted from their age to determine if they meet the maximum age requirement.

Occasional overnight travel is required.

Benefits

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.

This position is subject to mandatory electronic funds transfer for payment of net pay.

Application Process

Qualified applicants are invited to submit:

- 1) A cover letter of two pages or less that outlines your personal management philosophy and addresses the knowledge, skills, and experience necessary to perform the duties of the Chief Probation/Pretrial Services 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.

*AO78 form is available on the website of the Administrative Office of the U.S. Courts:
<http://www.uscourts.gov/Careers>

Application packages should be e-mailed as a single .pdf file to: HR@wiwd.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.

The United States District Court Western District of Wisconsin is an Equal Opportunity Employer

