

U.S. Probation Office

District of Rhode Island



POSITION VACANCY ANNOUNCEMENT - MAY 2013 VACANCY # PROB-21

POSITION TITLE: Supervising United States Probation Officer
POSITION TYPE: Permanent, Full-Time
LOCATION: U.S. Probation Office, Providence, Rhode Island
SALARY RANGE: CL 29/30, Depending upon Qualifications and Experience
OPENING DATE: May 8, 2013
CLOSING DATE: May 27, 2013, or until filled

Position Summary:

The United States Probation Office for the District of Rhode Island is recruiting for a Supervising Probation Officer to join our management team. We are seeking a motivated individual to serve in a critical leadership position within the office. As an integral part of the management team, the Supervising Probation Officer is responsible for driving and measuring organizational excellence, while leading staff, coordinating major office initiatives, and fostering teamwork to achieve common goals.

A Supervising Probation Officer is responsible for the quantity and quality of services provided by a unit of probation officers and support personnel. A supervisor serves as a positive role model, mentor, and coach for staff and has a variety of administrative and operational duties. The incumbent communicates, supports, and enforces the policies and procedures of the district.

The U.S. Probation and Pretrial Services Office in the District of Rhode Island is headquartered out of Providence; there are no field offices. Our staff includes a cadre of approximately 23 individuals. The management team currently consists of the Chief, a Deputy, and one Supervisor. A second Supervisor, who oversaw the Presentence Unit, recently retired. Our goal is to hire a second Supervisor to our team. Responsibilities will include overseeing the Presentence function as well as additional functions yet to be determined. The incumbent will assist the management team in reorganizing the district in a manner that will best prepare us for an anticipated difficult financial climate as well as upcoming additional personnel changes based on anticipated significant retirements in the next few years.

Representative Duties and Responsibilities:

- Reviews all work in the unit, to include investigative reports, case records, correspondence, or other assignments to ensure timeliness, accuracy, quality, and adherence to all policies, procedures, and guidelines.
- Ensures the quality of all work products and takes corrective actions when needed to improve this area.
- Regularly evaluates the work performance of probation officers in the unit in an objective, consistent, fair, constructive, and timely manner.
- Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences, appropriate delegation, and increasing levels of responsibility and complexity in assignments.
- Assumes the responsibility for handling of emergency, high profile, or sensitive supervision or investigative situations.

- Regularly conducts unit staff meetings to identify and communicate expectations, discuss and explain policies, resolve group performance issues and/or operational problems, and to develop appropriate solutions. Provides direction and assistance to the officers toward improving investigative, supervision, report writing, and other skills.
- Responsible for positive staff relationships and morale within the unit, encouraging and promoting office loyalty, pride, and enthusiasm. Maintains a supportive atmosphere for staff utilization of management personnel and resources. Fosters a positive, participatory work environment and values diversity.
- Will work with the officers individually, and as a team, to achieve excellence within the unit by fostering teamwork and collaboration among the officers to achieve common goals.
- Serves as a major communication catalyst and link between line staff and the administration. Facilitates clear communication between line staff and senior management to effectively implement and accomplish the goals of the office. Assures implementation of the administrative direction as determined by the Chief Probation Officer.
- Participates with the Chief Probation Officer, Deputy Chief Probation Officer, and other administrative staff in development of programs and policies to increase the effectiveness of the office.
- Monitors field travel, to include review and approval of all travel vouchers of officers in the unit.
- Develops understanding and fosters cooperative relationships with other law enforcement, federal and state government, community service agencies, and the public.
- Performs the duties of a probation officer at times to assist the unit, as well as the entire office.
- Performs all other duties as required or assigned by the Chief Probation Officer.

Qualifications:

Broad knowledge of the criminal justice system and the U.S. Pretrial Services and Probation system. Strong leadership skills, flexibility, initiative, and creativity. Ability to build and maintain trust and confidence with all staff. Demonstrated ability to work collaboratively in a team environment as a supportive and positive force. Capability of dealing skillfully with others in professional work relationships. A thorough knowledge of the basic concepts, principles, and theories of management, and the ability to understand the managerial policies applicable to the court unit involved. Commitment to upholding and promoting all principles in the Charter for Excellence. Excellent written and verbal communication skills. Ability to exercise mature judgment and discretion. Commitment to professional development. Commitment to the advancement of the organization. Proven track record of technical excellence. Strong work ethic and integrity.

Desirable Characteristics and Court Preferred Skills:

- As substantial personal contact with Judicial Officers, staff, the public, and other agencies is required, successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and consistent. Successful candidates must be flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines. The incumbent will have unquestioned character, integrity, and reliability. Strong written and verbal communication skills are required. The successful candidate will be able to maintain confidentiality of sensitive personnel and other key/sensitive information and have excellent judgement. The successful candidate must be able to manage multiple priorities, projects, and assignments with a positive attitude and outcome.
- Five years of federal probation or pretrial services office experience with exposure to investigations and supervision.
- Previous management experience, education, or training relevant to probation office operations.

- Participation and proven track record in administrative processes through active committee memberships or special assignments.
- Experience in training staff on policy and procedural matters or other core issues.
- Participation in the Federal Judicial Center's Leadership Program. If the successful candidate has not completed this program, or a similar leadership/management program, they will be required to apply for such a program at the earliest opportunity following selection.

Maximum Entry Age:

First time appointees covered under law enforcement officer retirement provisions must have not reached their 37th birthday at the time of their appointment to the hazardous duty position. Applicants 37 or over, with previous federal hazardous duty experience under CSRS or FERS, may be eligible for appointment.

Specialized Experience:

The minimum entry grade for this position is CL-29. To qualify for a CL-30, one year experience as a CL-29 Probation or Pretrial Services Officer is required. Applicants must have a total of five years of specialized experience with at least one year of specialized experience as a U.S. Pretrial Services or U.S. Probation Officer, at or equivalent to CL-28. Specialized work experience includes progressively responsible administrative, technical, professional supervisory, or managerial experience that provided an opportunity to gain: strong interpersonal skills; the ability to exercise mature judgment; and a knowledge of the basic concepts, principles, and theories of management, and the ability to understand the managerial policies applicable to the U.S. Probation Office.

Medical Requirements and Conditions of Employment:

- The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at www.uscourts.gov/fedprob/system.html. Applicants are subject to fitness for duty evaluations and determinations, workplace drug testing, and periodic O.P.M. re-investigations.
- Final candidates may undergo an additional background investigation completed by the U.S. Probation office.
- By statute, employees must be citizens of the U.S. or of countries with which the U.S. has a mutual defense treaty.
- All employees are required to adhere to the Code of Conduct for judicial employees.
- The Federal Financial Management Reform Act of 1994 (Title V, Section 402, Section 333.2) requires direct deposit of federal wages.

Benefits:

Benefits include participation in the Federal Employees' Retirement System, Social Security, Federal Employee Health Benefits, Federal Employees' Life Insurance, Thrift Savings Plan with an employer match, long-term disability insurance, medical and dependent care reimbursement plans, paid holidays, and accrued annual and sick leave. As per national policy, supervisors are not eligible to earn compensatory time.

Additional Information:

Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.

Application Process:

Resume, cover letter, Application for Judicial Branch Federal Employment (AO-078), which can be found at <http://www.rip.uscourts.gov> , and your last two performance evaluations can be emailed to:

HR@rip.uscourts.gov

*Please include #PROB-21 in the subject line.

Or, mail to:

Chief Probation Officer
U.S. Probation Office
Attn: Human Resources, #PROB-21
Two Exchange Terrace
Providence, RI 02903-1779

NOTE: Only qualified applicants will be considered for this position. The U.S. Probation Office will only communicate with those individuals who will be tested or interviewed for open positions. At any time, the U.S. Probation Office reserves the right to amend or withdraw this announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER