

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE**

Recruiting for a Full-time, Permanent:

**DEPUTY CHIEF
U.S. PROBATION/PRETRIAL
SERVICES OFFICER (TYPE II)**

POSITION ANNOUNCEMENT NO. 13-05

Opening Date:	Friday, June 14, 2013
Closing Date:	Friday, July 26, 2013, or until filled
Salary Range:	Judicial Salary Plan (JSP) 14 (\$96,690 - \$125,695) (Six years of specialized experience) Judicial Salary Plan (JSP) 15 (\$113,735 - \$147,857) (Seven years of specialized experience) Judicial Salary Plan (JSP) 16 (\$133,389 - \$165,300) (Seven years of specialized experience)
Location of Position:	Knoxville, Chattanooga, and/or Greeneville, Tennessee
Promotional Potential:	JSP 16
Area of Consideration:	National
Occupational Series:	Federal Law Enforcement Officer

The United States Probation & Pretrial Services Office for the Eastern District of Tennessee is accepting résumés and supporting documentation (see *Application Procedures* section) for a full-time, permanent Deputy Chief U.S. Probation/Pretrial Services Officer (Type II) to be assigned to any of the above-listed offices within the Eastern District of Tennessee. The incumbent will oversee the day-to-day operations of all three offices and assist the Chief Probation/Pretrial Services Officer in the management of the probation and pretrial services personnel and offices located throughout the Eastern District of Tennessee. The Deputy Chief will be required to engage in frequent travel throughout the district (at the discretion of the Chief Probation Officer) to ensure effective district operations. This position is the second-in-command and the “alter ego” to the Chief Probation/Pretrial Services Officer. The Eastern District of Tennessee serves 41 of the 95 counties in the state of Tennessee. The workload includes approximately 1,897 persons under post conviction supervision, 835 presentence investigations, 625 bond reports, and 409 bond supervision cases per year.

The office is progressive in the use of technology and implementation of evidenced-based practices. The district is currently involved in an assessment of staffing allocation and business processes that can make the office more efficient and effective.

Headquarters is based in Knoxville, with divisional offices located in Chattanooga and Greeneville. The District is currently composed of 75 FTEs (Full Time Equivalents) and authorized for 100.38 AWUs

(Authorized Workload Units), which includes probation and pretrial services officers, supervisors, managers, administrative, clerical, and information technology staff.

REPRESENTATIVE DUTIES

- # Participates in the organization and management of the office to ensure expeditious handling of investigative and supervision responsibilities for the courts, institutions and parole authorities. Oversees the daily operation of the department, including establishing priorities and setting deadlines.
- # Manages, develops, and mentors supervisory officers, specialists, and support staff, including establishing standards, evaluating performance, handling disciplinary actions, and recommending new hires, personnel actions, and terminations.
- # Manages administrative aspects of office operations and determines office needs, including personnel needs, space requirements, fiscal needs, etc. Assists in estimating personnel, space allocation, travel expenses, and training. Develops office policies pertaining to personnel management, succession and aggregate planning, efficiency and effectiveness, safety, and quality control.
- # Participates in the systematic analysis of performance for all staff and the training of new front line supervisors. Assists in the recruitment, selection, hiring, and assignment of personnel.
- # Assists the Chief Probation Officer with making operational and administrative decisions, including allocating resources, developing policies and strategies, and initiating programs for the defendant/offender population. Meets with supervisory officers and managers to review budget allocations in law enforcement and equipment BOCs, supervision issues, and policy development. Establishes supervision standards.
- # Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include the Court, federal, state and local law enforcement, correctional, social services agencies, community agencies, and the private sector.
- # Confers with judges, attorneys and other interested parties to interpret office policy and procedures. Facilitates, mediates, and negotiates complex and sensitive matters with judges, managers, unit executives, and staff.
- # Communicates clearly and effectively, both orally and in writing. Explains complex information, concepts, rules, and regulations to individuals and groups with varying experience and backgrounds, including counsel, law enforcement, collateral agency personnel at different government levels, community service providers, and offenders/defendants.
- # Demonstrates ability to work in a collaborative manner with supervisors and senior management.
- # Assists in conducting internal investigations of personnel matters as required by the Chief U.S. Probation Officer.

- # Conducts staff meetings and communicates operational status and relevant information to supervisors and staff. Travels to divisional offices weekly/monthly, as directed by the Chief, to assess and evaluate the administrative and operational areas of the district, and to foster a productive work environment and morale among offices.
- # Monitors community issues and events with special focus on alleviating hazardous office and field incidents. Assists in promoting and maintaining conditions which encourage staff loyalty.
- # Complies with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrates sound ethics and good judgment at all times. Handles confidential information in a careful and deliberate manner.
- # May occasionally perform the duties of a probation or pretrial services officer or supervising probation or pretrial services officer.
- # Performs other duties as required by the Chief Probation Officer and the Court.

ORGANIZATIONAL RELATIONSHIPS

The Deputy Chief Probation/Pretrial Services Officer reports to the Chief Probation/Pretrial Services Officer. Currently, seven managerial staff report directly to this position.

QUALIFICATION REQUIREMENTS

To qualify for a position of Deputy Chief U.S. Probation/Pretrial Services Officer Type II at JSP 14, 15, or 16, an applicant must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent. For example, an applicant would meet the qualifications if he/she had five years of USPO experience plus one year at the JSP13/CPS CL 29 level. This includes completion of a bachelor’s degree, which is required for a U.S. Probation/Pretrial Services Officer.

JSP Grade Level	Years of Specialized Experience
14	Six (6), to include one year of experience at or equivalent to a CL 29 or JSP13
15	Seven (7), to include one year of experience at or equivalent to a CL 30 or JSP14
16	Seven (7), to include one year of experience at or equivalent to a CL 31 or JSP15

SPECIALIZED EXPERIENCE DEFINITION

Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of defendants/offenders in community correction or pretrial programs.

Experience in closely allied fields such as education, guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal or similar

position does not meet the requirement of specialized experience. Specialized experience must be earned after the completion of a bachelor's degree has been granted.

EXPERIENCE AT THE NEXT LOWER GRADE, OR EQUIVALENT DEFINITION

An applicant must possess a certain number of years of specialized experience, one of which must have been at the next lower grade level (JSP13 or CPS CL 29, for example, to qualify for the JSP14 position).

Equivalent work experience to the one year at the next lower grade level requirement to qualify for the JSP14 level (in addition to a minimum of five years of specialized experience) includes two years of performing in a position wherein the applicant was a resident authority for an office or agency, in a specialized area, that would relate to probation and pretrial services. This would involve one or all of the following functions: supervision of professional staff; identifying and evaluating the need for the specialized program; developing the program for implementation; determining and evaluating available resources; negotiating and monitoring contracts for specialized services; assisting others in utilization of the specialized program; conducting training on the specialization to others; preparing program procedures in written form; supervising people with specialized needs and monitoring their compliance with release programs; and/or providing consultation to judges, attorneys, or other authorities regarding the specialized service programs.

PREFERRED EDUCATION/EXPERIENCE

Although the following education and experience are not mandatory qualifications, they are preferred and desirable for this position:

1. A master's degree.
2. Two years experience of supervising professional staff.

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 the specialized experience; or 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.

Note: A degree which relies primarily upon credit for life experience rather than academic course work is not considered as qualifying for substitution of education experience for actual work experience under this section.

CONDITIONS OF EMPLOYMENT

The court requires the incumbent to adhere to a Code of Conduct and Charter of Excellence.

The court is not authorized to reimburse candidates for travel to an interview or to pay relocation expenses.

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

This position is subject to mandatory direct deposit for payment of net pay.

This position may require extensive travel. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for gas mileage.

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

First-time appointees will be subject to a full background investigation and pre-employment drug testing as a condition of employment. In addition, the incumbent will be subject to updated background investigations every five years and to on-going random drug screening. As deemed necessary by management for reasonable cause, the appointee may be subject to subsequent fitness-for-duty evaluations.

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 www.uscourts.gov (See Federal Courts, Probation and Pretrial Services, Officers and Officer Assistants, What Professional Standards Apply to Them).

A minimum of forty (40) hours of training is required each year.

EMPLOYEE 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:

Annual Leave

Less than 3 years	4 hours per pay period (80 hours) equaling 13 days (104 hours)
3 to 15 years	6 hours per pay period (80 hours) equaling 20 days (160 hours)
15+ years	8 hours per pay period (80 hours) equaling 26 days (208 hours)

Sick Leave

13 days of sick leave are available per annum
Paid federal holidays
Optional participation in medical, dental, vision, long-term care, disability, life insurance plans
Federal Retirement System, including Thrift Savings Plan (similar to 401-K plans)
Parking
Flexible Work Schedule (dependent on needs of organization and court)

APPLICATION PROCEDURES

Qualified applicants must provide a letter of interest, résumé, supplemental statement, copy of college transcript (for bachelor's degree and master's degree, if applicable), and last written performance evaluation. The submission of the supplemental statement is critical in the application process in that it allows the applicant to respond to the following knowledge, skills, and abilities (referred to as KSAs) that have been identified as important for this position.

Applicants should respond in writing to the following KSAs. Relevant examples of how the applicant has displayed the KSA are encouraged.

- KSA 1:** Describe your ability to think analytically and examine organizational structures, designs, assess processes, and make the necessary improvements to ensure quality standards are maintained and the work in all three operational areas is accomplished on time. Describe how the current budget constraints and cost containment measures, have impacted your management of resources in the area of investigation and supervision.
- KSA 2:** As an internal/external candidate, what steps will you take to ensure that the Chief Probation Officer and this staff continue to maintain a positive working relationship with the Court and other stakeholders, and how will you use your leadership and management skills to foster/sustain organizational success?
- KSA 3:** Ability to differentiate between leadership and management and how you will use both to achieve a higher level of continuous learning to enhance the leadership skills of staff. Include examples of intentional learning activities completed and any future activities you envision to impact this area.
- KSA 4:** Describe your leadership style and how you currently use the style to influence followers to work collaboratively toward producing real changes and outcomes that reflect a shared organizational purpose.
- KSA 5:** Please detail your knowledge of the salary, operations, status of funds, expenditure reports, and automation accounts and how will you use this knowledge to provide assistance to the Chief Probation Officer and this staff during difficult budget times.

The supplemental statement is the most crucial document in the application process since the responses to each KSA are rated, scored and compared amongst applicants. Therefore, to receive full consideration, applicants should ensure the supplemental statement addresses all KSAs. Otherwise, an applicant may be considered ineligible for this position. The supplemental statement should not exceed five (5) single-spaced, typed pages.

Mail letter of interest, résumé, supplemental statement, copies of college transcript for bachelor's degree and master's degree (if applicable), and performance evaluation to:

**U.S. Probation Office
ATTN: Human Resources - Vacancy #13-05
800 Market Street, Suite 311
Knoxville, TN 37902**