



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	Deputy Chief U.S. Probation Officer Type II - Target Grade JSP 16
ANNOUNCEMENT:	P13-06
LOCATION:	Dallas, TX
OPEN DATE:	July 10, 2013
CLOSING DATE:	August 12, 2013
EFFECTIVE:	December 1, 2013
STARTING SALARY:	\$102,204 to \$165,300 - JSP 14/15/16 Table 56 Promotional opportunity, based on performance, to target grade without further competition

DISTRICT SUMMARY

This district is one of the largest in the United States. We serve a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexican border. Our headquarters office is located in Dallas in the Earle Cabell Federal Building. We also have offices located in the federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock and Amarillo. In the Dallas/Fort Worth metroplex area, we have three additional offices: Westmoreland Park, Arlington and Benbrook.

POSITION OVERVIEW

The incumbent will assist the chief probation officer in the administration and management of federal probation and pretrial services within our judicial district of appointment.

Job responsibilities include, but are not limited to:

- Will work with Supervising U.S. Probation Officers (SUSPO) and other managers individually, and as a team to achieve excellence within each office and across the district. Will foster teamwork and collaboration among supervisors and managers to achieve common goals. Will participate in systematic analysis of performance of direct reports. Frequent intra-district travel is required.
- Will encourage SUSPO participation in district and national initiatives and projects in order to continually improve our effectiveness in serving our stakeholders.
- Participate in the resolution of employee relations matters.
- Participate in the organization and management of the district to insure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of defendants and offenders.
- Assist the Chief Probation Officer in the formulation, implementation, and modification of policies in the district.
- Assist in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies. Obtain and maintain certification needed to operate as Level III Contracting Officer.
- Assist in establishing and maintaining cooperative relationships with other U.S. Probation and Pretrial Services offices to assure all requests for assistance from other districts are met promptly and effectively.
- Assist in 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.
- Assist in promoting and maintaining conditions that encourage staff loyalty, enthusiasm, professional development, promote a professional work environment; and morale.
- Participate in public relations that explain probation and pretrial services, and other correctional services to the community.
- Confer with judges, attorneys, and other stakeholders to interpret office policy and procedures.
- Monitor community issues and events with special focus on alleviating hazardous office and field incidents.
- Performs related duties as required by the Chief Probation Officer and the court.

U.S. Probation is an Equal Opportunity Employer

CLASSIFICATION REQUIREMENTS

To qualify for a position of Deputy Chief Probation Officer Type II at JSP-14, 15, or 16, a person must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

JSP Grade Level	CPS Equivalent Grade Level	Years of Specialized Experience
14	CL 30	6
15	CL 31	7
16	CL 32	7

Specialized Experience

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

MINIMUM POSITION REQUIREMENTS

To qualify for this position the applicant must have demonstrated the ability to:

- Understand and carry-out/manage work in two of the three federal probation disciplines: pretrial services, court services, or supervision
- Build and maintain effective work relationships
- Communicate effectively
- Maintain discretion when dealing with sensitive matters
- Develop & execute short-term and long-term goals
- Think analytically
- Foster information sharing
- Think with the big picture in mind
- Manage time and resources effectively
- Adapt to and effectively use available technology

Prior supervisory experience is preferred but not required.

HOW TO APPLY

Please submit your resume packet to the below email. All documents must be in PDF format.

Resume Packet

- Resume (3-page limit)
Must include educational and work history, achievement, and all job-related experience relevant to the open position
- Cover Letter (3-page limit)
Must address how the minimum position requirements identified in this announcement are met

Qualified applicants should email their resume packet to:

Human Resources - #P13-06 (Deputy Chief U.S. Probation Officer)

Attn: Human Resources Manager

E-mail: human_resources@txnp.uscourts.gov

DISCLOSURES

- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- The final candidate will be subject to a records check with law enforcement agencies and credit bureaus.
- As a condition of employment, the incumbent will be subject to a 10-year scope background investigation every five years.

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SCREENING PROCESS**Tier I - Resume Packets Reviewed**

Each applicant's resume packet will be reviewed by the screening board. The most qualified applicants will be selected to move on to Tier II. We anticipate this process taking up to two weeks to complete after the announcement's closing date.

Tier II - First Interview (Screening Panel)

We anticipate this process beginning within one week after Tier I has been completed. Candidates selected to move on to Tier II will be asked to submit an application packet - application, original or certified copy of masters level or above transcripts (if applicable), copy of any certifications (if applicable). Each candidate will be interviewed by the screening panel. Interviews will be held in our headquarters office located in Dallas, TX. If the candidate lives more than 250 miles away from the D/FW metroplex, we will make attempts to interview the candidate via video conference. If we are unsuccessful, the candidate will be required to travel to our Dallas office. We anticipate this process taking up to two weeks to complete.

Tier III - Second Interview (Selection Panel)

We anticipate this process beginning within two weeks after Tier II has been completed. Candidates selected to move on to Tier III will be asked to provide copies of their performance evaluation documents and any achievement write-ups covering the current and previous two years. When contacted, each candidate will receive a summary of our district's mission, values, strategic goals, and culture. During the interview, each candidate will be required to make a presentation to the selection panel. The presentation should provide information on how the candidate's background, experience and achievements will support and advance our district's mission, values, strategic goals, and culture. Each candidate will be allowed up to 30 minutes to make their presentation. Following the presentation, 45 minutes will be allotted for questions and answers. We anticipate this process taking up to two weeks to complete.