



**United States Probation Office
District of Colorado
1929 Stout Street
Denver, Colorado 80294**

Vacancy Announcement

The United States District Court for the District of Colorado is accepting applications for the position of Deputy Chief U.S. Probation Officer (Type II). The District of Colorado encompasses the entire state of Colorado. There are three field offices within the District of Colorado: Colorado Springs, Durango, and Grand Junction. Headquarters is located in Denver, Colorado. The Durango office serves the Southern Ute and Ute Mountain Indian Reservations. The Deputy Chief U.S. Probation Officer reports directly to the Chief U.S. Probation Officer and the duty station of this position is Denver, Colorado.

Announcement Number: 2014-01-USPO

**Position Title: Deputy Chief U.S. Probation Officer (Type II)
Full-Time Permanent Position**

Location: Denver, Colorado

Salary range: Judicial Salary Plan (JSP) 14 to 16

JSP 14	\$103,771 - \$134,899
JSP 15	\$122,064 - \$155,500
JSP 16	\$143,157 - \$165,300

Open Date: Friday, October 18, 2013

Closing Date: Monday, November 4, 2013 5:00 p.m.

**Area of consideration: Current U.S. Probation Officers of the United States Courts
(nationwide)**

Subject to funds, starting salary will be commensurate with qualifications and Judicial Salary Plan guidelines. This position has promotional potential to JSP 16 as career ladder growth.

Position Overview:

The incumbent will oversee the day-to-day operations of the office and assist the Chief U.S. Probation Officer in the management of the probation office.

Travel to field offices in Colorado Springs, Durango, and Grand Junction, Colorado is required.

This position is a high-level management position and is second in command and the “alter ego” of the Chief U.S. Probation Officer, and is delegated to act as Chief U.S. Probation Officer in her absence.

The U.S. Probation Office’s mission is to make the community safer by facilitating the administration of justice, providing opportunities for positive change while maintaining professional integrity, dignity, and respect for all. As a partner in the national federal probation system, the office is guided by a Charter for Excellence and the desire to ensure that each member of the team has an opportunity to develop their skills to their highest capability.

Minimum Qualifications:

Required Education and Experience

To qualify for a position as a Deputy Chief U.S. Probation Officer (Type II), candidates must possess a bachelor’s degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration. Degrees with a major in other related fields may be considered based on review of official transcripts.

Preferred Education and Experience

An advanced degree in the fields listed previously under Required Education and Experience is preferred. A candidate possessing a Juris Doctor will be considered as an advanced degree holder.

Previous management/leadership experience, education, or training relevant to U.S. Probation Office operations with substantial knowledge of and experience in the operations and management of federal probation services, including probation and pretrial services policies and procedures.

Substantial/high-level management experience in financial management, oversight of information technology and human resources functions, and experience in long and short-range planning.

Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.

Excellent organizational leadership and management skills. Knowledge of federal judiciary policies and procedures. Knowledge of the U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure. Knowledge of evidence-based and re-entry initiatives which clearly link to current and future operations and policies.

Desirable Qualifications

The successful candidate will be a leader and motivator; will be highly organized; possess maturity, tact, good judgment, poise, and initiative; and maintain a professional appearance and demeanor at all times. The ability to meet the public, work harmoniously with others, and communicate effectively, both verbally and in writing is required. The successful candidate will be flexible and conscientious about detail and accuracy and able to balance the demands of varying workload responsibilities and deadlines. The successful candidate will be able to demonstrate a commitment to the following agency mission statement: *We make the community safer by facilitating the administration of justice, providing opportunities for positive change while maintaining professional integrity, dignity, and respect for all.* The successful candidate will have respect for and ability to work within the hierarchical structure of the Court and the ability to work collegially with the other members of the management team.

Qualification Requirements

To qualify for a position of Deputy Chief U.S. Probation Officer (Type II) at JSP 14, 15, or 16, a candidate must possess the following years of specialized experience, one of which must be at the next lowest grade level or its equivalent. For example, a candidate would meet the qualifications of JSP 14 if he/she had five years of USPO experience, plus one year at the at the JSP 13 or CPS 29 level, or equivalent outside experience.

JSP Grade Level	Years of Specialized Experience
JSP 14	Six (6), to include one year of experience at or equivalent to a CL-29 or JSP- 13
JSP 15	Seven (7), to include one year of experience at or equivalent to a CL-30 or JSP-14
JSP 16	Seven (7), to include one year of experience at or equivalent to a CL-31 or JSP-15

Specialized Experience

Specialized experience is defined as progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse/addiction treatment. Experience as an FBI agent, customs agent, marshal, police, custodial or security officer, is not creditable. Specialized experience must have been earned after the completion of the required bachelor's degree.

Specialized experience that may qualify as equivalent work experience to the "one year at the next lowest grade level" requirement to qualify for a specific JSP level appointment is defined as performance in a position wherein a candidate was a resident authority or in a designated position for an office or agency in a specialized area that would relate to probation and pretrial services, such as:

- Supervision of professional staff;
- Identifying and evaluating the need for a specialized program;
- Developing a specialized 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 special needs and monitoring their compliance;

- Providing consultation to judicial officers, attorneys, or other authorities regarding the specialized service program.

Educational Substitutions

The following educational experiences may be substituted for one year of specialized experience:

- Completion of one academic year (30 semester or 45 quarter hours), of graduate work in a field of study closely related to the position equates to one year of specialized experience.
- Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, equates to two years of specialized experience.

Representative Duties

- Manage and supervise all supervisory probation officers (directly) and all probation officers (indirectly) within the District, including recruiting, selecting, and evaluating staff, and designing or managing staff training programs. Assist in providing executive leadership, management, and supervision for all operations of the office. Serve as point-of-contact for the office. Assume the duties of the Chief U.S. Probation Officer in her absence.
- Assist in ensuring statutes, monographs, guidelines, case law, and rules pertaining to pretrial and presentence investigation of federal defendants and offenders are applied and adhered to appropriately. Monitor the supervision of services provided to defendants and offenders. Conduct special investigations and prepare reports. Assist in managing the development and implementation of the safety program for officers and non-officers. Assist in managing the firearm program to include certification, re-certification, compliance with policy and procedures, inventory control, and training.
- Assist in formulating, implementing, monitoring, and modifying organizational policy involving collaboration with judges and other court personnel. Assist in participating and collaborating in the establishment and development of judiciary-wide policies. Assist in developing and executing strategic plans. Interpret and apply the appropriate court statutes, rules and operating procedures. Interpret and apply the Guide to Judiciary Policies and Procedures.
- Assist in developing, managing, and monitoring all staff training programs to ensure compliance with minimum standards. Travel to district field offices to assess and evaluate activities among offices. Ensure that officers and staff are fit for duty and adhere to the Code of Conduct for Judicial Employees. Assist in setting measurable standards and expectations to ensure consistent implementation of the policies and procedures among divisional offices. Promote and encourage involvement in public outreach programs through public speaking, job fairs, public education, and internships.
- Assist in developing, implementing, and enforcing policies and practices to secure staff and physical assets of the court unit, which may include: procurement of services and goods; human resources and training, recruiting, hiring, and firing processes; information technology policy, planning and implementation; emergency preparedness and disaster recovery activities; property management including General Services Administration fleet vehicles; space and

facilities needs for the court unit; and media and public relations for the court unit. Assist in developing, administering, executing and monitoring the budget. Assist in certifying financial transactions of the office. Serves as disposal officer for excess property.

- Work with the Administrative office of the U. S. Courts, Federal Judicial Center, U. S. Sentencing Commission, federal courts, and other governmental agencies having business before the court. Ensure appropriate statistical reporting to the Administrative Office. Provide subject matter expertise for judicial committees and judges' meeting.

- * Maintains liaison with the chief judge and other judicial officers.

- Occasionally, the Deputy Chief U.S. Probation Officer may perform the duties of a probation officer or supervising probation officer. Performs related duties as required by the Court.

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States.

As a condition of employment, all new employees are subject to a background investigation which includes an FBI fingerprint check and single-scope background investigation. Retention depends upon a favorable suitability determination. Every five years thereafter, employees in this position are subject to a re-investigation to determine continued suitability.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

As a condition of employment, the incumbent will be subject to ongoing random drug screening, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Application Process:

Qualified applicants should provide the following items:

- a letter of interest, which addresses their particular skills and experiences, and how those may contribute to the position.
- a current resume, and
- an original writing sample addressing the following five questions/statements as noted below:

Please answer the following questions/statements and limit the writing sample to not more than four (4) pages in total:

- (1) What is your strategy and approach to managing, leading, and communicating with staff, including those who may work remotely? Include challenges that you anticipate facing if you are selected at the Deputy Chief U.S. Probation Officer.
- (2) Describe your knowledge, skills and abilities in strategic planning, and the development of policy, procedures, and programs of the same.

- (3) What major challenges face the Judiciary over the next several years and how would you work with the Chief to ensure the probation office continues to meet its mission?
- (4) In what ways have you supported a senior manager or management team through a difficult period or decision-making process?
- (5) Describe a professional accomplishment for which you are especially proud of achieving.

Please print or type all information. If your application packet is not complete, you may not be considered for this position.

Application packet should be submitted to:

Sheila Tyler, Human Resources Specialist
United States Courts
1929 Stout Street, Suite C102
Denver, CO 80294

Or by facsimile to 303-335-2495

Or by email to cod_hrd@cod.uscourts.gov

If emailing application packet, please submit application materials in a Word, WordPerfect, or Adobe .pdf format attachment ONLY. Application materials submitted from any File Hosting Service (Google Docs, DropBox, etc) will not be accepted.

Information for Applicants:

The Court reserves the right to cancel and/or modify this position announcement, as needed.

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. No relocation expenses will be reimbursed.

If an application packet does not provide all requested information, consideration for the position will be compromised.

The District of Colorado requires employees to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

The successful candidate will be considered as a transfer. As long as there is not a break in service, all federal government benefits and eligibility status for benefits will transfer under the appointment to the District of Colorado.

Due to the expected high volume of applicants for this position, the U.S. Probation Office for the District of Colorado will only make contact with those qualified applicants who will be invited for an interview.

THE UNITED STATES COURTS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER