

**U.S. Probation and Pretrial Services Office
District of Maryland**

PROMOTIONAL OPPORTUNITY

Position: Assistant Deputy Chief Probation Officer (CL-31)

Duty Station: Greenbelt, Maryland

Closing Date: November 6, 2013

Minimum Qualifications:

- ▶ At least 3 years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, and (c) a thorough knowledge of the basic concepts, principles, and theories of management.
- ▶ Applicants must possess a thorough knowledge of national and statutory policies, procedures, and administrative practices specific to the performance of the supervision of federal offenders/defendants.

Preferred Skills:

- ▶ Minimum of 2 years experience as a Supervisory U.S. Probation/Pretrial Services Officer.

Qualified applicants should submit a letter via email to the Chief expressing their interest in the position and detailing their qualifications, skills, and experience. Applicants from outside the District of Maryland should also submit a resume. Application materials must be submitted via email and must be received by 12 noon on November 6, 2013.

Interviews will be conducted with all qualified applicants.

Duties and Responsibilities

The person selected for this position is responsible for the day to day administration of the Supervision Department in the Greenbelt Division, as well as performing the functions described below.

Policy Development and Administration:

Assists in review, analysis, and interpretation of statutory and regulatory requirements.
Assists in development, implementation and evaluation of policies, procedures, and programs.

Personnel Administration /Management:

Manages the Greenbelt Supervision Department to assure completion of all work.
Directly supervises all Supervisory U.S. Probation Officers in the Greenbelt Supervision Department
Participates in the selection process for officer appointments and promotions.
Assists in orientation of new employees.
Assists in development and implementation of performance appraisal systems.
Assists in identifying and correcting performance and/or conduct problems.
Assists in investigating and resolving employee grievances.
Makes recommendations on personnel matters.
Develops strategies for enhancing employee potential.
Approves compensatory time requests, in accordance with policy.
Reviews travel of supervisory personnel in Greenbelt Supervision Department.
Performs duties of the supervisors and other assistant deputy chiefs in their absence.

Communication:

Assists in maintaining liaison with judicial officers.
Assists in communicating mission, policy, procedures and programs.
Counsels supervisors and employees on communication issues/problems.
Assists in maintaining cooperative relationships with all components of the criminal justice system.

Planning:

Assists in planning of personnel, space, and budget.
Assists in developing systems for equitable distribution of work load.
Assists in identifying and planning to meet training needs.

Performs other duties as assigned.

Personal Attributes, Skills & Qualifications

The successful candidate will:

- ▶ Possess exceptional leadership skills, be a motivator and maintain a professional demeanor at all times. Integrity must be beyond reproach.
- ▶ Have a record of displaying good judgment and of being a proven problem-solver who can provide innovative solutions to workplace problems as well as employee relations issues.
- ▶ Have excellent organizational skills and be able to balance the demands of varying workload responsibilities and deadlines.
- ▶ Be an excellent communicator both verbally and in writing.
- ▶ Be able to build good working relationships with peers, subordinates, and superiors.
- ▶ Be adaptable to change and able to lead major change initiatives.
- ▶ Have significant project management experience.