



UNITED STATES PROBATION OFFICE
WESTERN DISTRICT OF KENTUCKY
VACANCY ANNOUNCEMENT
No. 2013-03

OPENING DATE: October 2, 2013

CLOSING DATE: October 31, 2013

LOCATION: U.S. Probation - Western District of Kentucky (Bowling Green)

POSITION: Supervising United States Probation Officer
START DATE: JUNE 1, 2014

SALARY RANGE: CL 29 (\$65,439) to CL 30 (\$125,705 - full performance range)
(Promotion capability to CL 30 without further competition)

'FILLING OF THIS POSITION IS CONTINGENT UPON FUNDING'

The probation office for the United States District Court, Western District of Kentucky, is accepting applications for the position of Supervising U.S. Probation Officer. **This position will be located in the Bowling Green, Kentucky, office.**

Job Summary

Probation and pretrial officers assist in the administration of justice to promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. The primary function of a Supervising Probation Officer is to strengthen and improve the skills and performance of a unit of probation officers by leading with passion and maturity; helping to establish culture; communicating effectively; developing people; acting as a coach/mentor; and championing and managing change. He or she additionally supervises their professional work, assigns and coordinates tasks, and guides them in developing good case work practices in a team-based management approach. This position may also involve various administrative and operational duties.

Representative Duties

- Assigns and schedules investigative and case supervision work to officers in coordination with other supervising officers in that office and pursuant to local procedures.
- Reviews and evaluates all work generated, including presentence investigation reports, case records, and correspondence to ensure maintenance of service delivery and adherence to existing policies, procedures and guidelines.
- Confers regularly with probation officers providing direction and assistance to the officers toward improving investigative, supervision, and writing skills.
- Assist probation officers in meeting the needs of defendants/offenders with complex problems and circumstances, and provides leadership in the development of sentencing alternatives, utilization of community resources, and the application of professionally sound case management principles.
- Determines the adjustment of individuals under supervision in consultation with assigned probation officers; assists in decision making for recommendations for early termination, extension of supervision and revocation; approve all recommendations to the court or the U.S. Parole Commission for the issuance of warrants or summons for revocation.
- Assumes responsibility for case handling of emergency situations arising with caseloads in the absence of probation officers.
- As needed, performs the duties of a probation officer, especially supervising particularly difficult or highly sophisticated offenders and conducting presentence investigations and other reports on unusually sensitive or complex criminal cases and may also perform pretrial services within the district.
- Assures continuing staff development by planning and implementing training, holding individual staff conferences, and increasing levels of responsibility in assignments.
- Conducts unit staff meetings to identify performance and operational problems and to develop appropriate solutions.
- Evaluates the performance of probation officers on a systematic and regular basis, is responsible for staff relationships and morale within the office, encourages loyalty and enthusiasm, and maintains an atmosphere for the maximum utilization of staff and resources.
- Supervises field travel to include review and approval of travel vouchers of staff assigned to him/her.
- Serves as a major communication catalyst and as a link between line staff and the administration, assuring implementation of administrative direction while concurrently providing information to the Chief and the Deputy Chief for future administrative action.
- Participates with the Chief and other administrative staff in the development of programs and policies to increase the effectiveness of the office.
- Develops understanding and cooperative relationships with other law enforcement and community service agencies, and explains probation, parole and other correctional services to public and civic groups.
- Analyzes DSS and other management reports for the equitable distribution of work.
- Ensures adequate office and court coverage at all times.
- Performs other related duties as required by the Chief or Deputy Chief Probation Officer.

Lines of Authority

The Supervising Probation Officer is under the direct supervision of the Deputy Chief and the general supervision of the Chief Probation Officer. The Deputy Chief will prepare and submit a recommended annual performance evaluation to the Chief Probation Officer outlining the SUSPO's level of performance.

Minimum Professional Requirements

To qualify for a position as a Supervising Probation Officer, the incumbent must have three years of specialized experience as a U.S. Probation Officer, with at least one year at CL 28. Specialized experience includes progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skills in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved. For placement at a CL 30 level, an applicant must have at least one year of experience at CL 29.

Preferred Qualifications

1. Experience in both investigation and supervision of defendants/offenders;
2. Previous management experience or training related to leadership development;
3. Participation in administrative functions through active involvement in committees or special projects;
4. Knowledge of evidence-based practices;
4. Experience in training staff.

Personal Characteristics and Qualifications

This position will require the successful candidate to have:

1. Excellent organizational skills essential to managing staff and the day-to-day functions of an office.
2. The ability to exercise mature judgment and to manage multiple projects simultaneously is required characteristics.
3. A good understanding of program and service policies and procedures is essential to support decisions and to exercise good judgment.
4. The successful candidate must be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, influence decision-makers, and provide training; and,
5. Must be skilled in using current information technology applications.

Application Procedure

Applicants must submit a cover letter, resume, salary history, and a separate written response to the following questions:

1. As a Supervising U.S. Probation Officer, how will you work with officers under your direct supervision to ensure they employ evidence-based practices?
2. How do you currently demonstrate the following leadership practices? • Establishes a professional presence • Fosters collaboration and teamwork • Recognizes and celebrates achievement • Acts as a coach/mentor • Empowers others • Champions and manages change.

Mail all documents by no later than October 31, 2013, to:

Human Resources
601 W. Broadway
400 Gene Snyder U.S. Courthouse
Louisville, KY 40202-2277
Or email to: connie_ulery@kywp.uscourts.gov

Applicants selected for interviews must travel at their own expense. Relocation expenses are not reimbursable.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

All court employees, including U.S. Probation Officers, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).

The U.S. Probation Office is an Equal Opportunity Employer.