

NOTICE OF VACANCY



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Important Dates

Opening: July 19, 2024

Closing: August 16, 2024, by close of business 5:00 PM

Position: Deputy Chief U.S. Probation Officer Type II
Ann No: 2024-PRB-06
Duty Station: Miami, Florida
Salary: \$179,544-\$204,000 (JSP 16/17) *
(Depending on experience and qualifications)

***Promotional potential up to JSP Grade 17 without need for further advertisement and competition.**

Position Overview

The Deputy Chief Probation Officer assists the Chief Probation Officer in the administration and management of the United States Probation and Pretrial Services Office for the Southern District of Florida and performs duties and responsibilities such as, but not limited to, the following:

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.

- Demonstrates ability to work in a collaborative manner with team members of Senior Management.
- Maintains and improves ongoing quality control measures within the District and participates in long range planning.
- Reviews and analyzes reports to identify problems, trends, and other issues. Analyzes data collected to formulate solutions to problems which includes modifications to existing and development of new policies, procedures, and/or administrative practices.
- Assists in conducting internal investigations of personnel as required by the Chief U.S. Probation Officer.
- Assists in the selection and assignment of personnel.
- Assists in the administration and oversight of budget and procurement matters.
- Supervises Assistant Deputy Chiefs and other selected staff and participates in systematic analysis of performance for all subordinates.
- Supervises administrative work to include preparing statistical reports and personnel papers.
- Assists in estimating personnel, space allocation, travel expenses, training, and purchases of services, equipment, and supplies.
- 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 service agencies and private sector.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.

U.S. Probation, Southern District of Florida

The U.S. Probation Office serves District and Magistrate Judges by providing investigative services, alternatives to detention and community supervision. We will protect the community by ensuring compliance with the conditions of release and provide rehabilitative services as needed.

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Probation Office maintains its headquarters **in downtown Miami and includes six divisional offices and two satellite offices.**

Deputy Chief U.S. Probation Officer – Announcement No. 2024-PRB-06

Page 2 of 3

- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and positive morale.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Participates in the development and management of strategic planning initiatives and assist in promoting concept of Evidenced Based Practices, including outcome focused performance measures and strategic planning.
- Performs related duties as required by the Chief U.S. Probation Officer and the Court.
- Travel is required to other probation offices in the district on a regular basis and further travel may be required by the Chief Probation Officer



Qualification Requirements

Requires a minimum of seven years of progressively responsible experience, three of which qualify as general and four of which qualify as specialized.

General Experience

A minimum of three years of general experience is required. It is defined as progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain a general knowledge of management practices and administrative processes; skill in dealing with others in person to person work relationships; and the ability to exercise mature judgment.

Specialized Management Experience

A minimum of four years of specialized experience is required. It is defined as the following:

- a) Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required.
- b) Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of the specialized experience.
- c) Experience in police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.
- d) Specialized experience must be earned after the bachelor's degree has been granted. One year of graduate study may be substituted for one year of specialized experience. Two years of graduate study, a master's degree or a Juris Doctor degree may substitute for up to two years of specialized experience.

Preferred Qualifications/Court Preferred Skills

- Adept leader and motivator with ability to effectively lead people and manage change, possess tact, good judgement, poise, and initiative, and always maintain a professional appearance and demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals. Ability to demonstrate an understanding of the Charter for Excellence and exemplifies such in day-to-day behavior.
- Extensive knowledge of Evidence-Based Practices (EBP) principles.
- Experience in budgeting and financial management (including internal controls and internal audits), staff and human resources functions, long and short-term planning, and oversight of information technology.
- Possess excellent problem-solving skills.
- Thorough understanding of PACTS and DSS reports and must demonstrate how data has been used to access trends and

How to Apply

Send all attachments by email (as a single document). All attachments must be in Microsoft Word (.doc; .docx) or Adobe Acrobat (.pdf) format.

Email address:
flsd_hrmail@flsd.uscourts.gov

Subject Line: 2024-PRB-06

Attachments: Cover letter, AO 78 (Federal Employment application), resume, including names of three professional references, applicant profile, and a writing sample (see below):

Writing Sample: Describe the depth of your management level experience, including a description of leadership achievements and future leadership goals. The narrative statement should also describe how the candidate's knowledge, skills and abilities will enhance the current Senior Management Team. Narrative statements should be limited to no more than three (3) pages.

Deputy Chief U.S. Probation Officer – Announcement No. 2024-PRB-06

Page 3 of 3

implement improvements in their current position.

- Proven skills in problem solving, resources management, and staff motivation. Excellent analytical skills. Ability to analyze relevant information and make recommendations for improvement.
- Currently working in a senior management level position as an Assistant Deputy Chief U.S. Probation Officer (Type I), Probation and Pretrial Program Administrator or above.
- Strong written and oral communication skills.
- Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner.
- Must have time management skills, **be detailed** oriented and the ability to handle multiple tasks simultaneously.
- A performance history that demonstrates leadership and interpersonal skills necessary to successfully manage and motivate a diverse and complex organization.
- Must be adaptable to change.
- Possess the ability to build good partnerships and teamwork with their peers, subordinates, and superiors
- Excellent ability to work effectively with Judges and other court management staff while maintaining a professional demeanor.
- A documented track record of tangible success in the oversight and management of large projects.

Duty Station/Organizational Relationship

This position reports to the Chief U.S. Probation Officer, and the duty station is the Miami Federal Courthouse.

Background Investigation

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

Selection Process

Interviews will be granted to the most competitive and qualified applicants. Applicants will be selected based on the Chief Probation Officers knowledge of their past performance, an interview, their application submissions, and a review of their personnel record. Applicants with disciplinary actions (i.e: communications of reprimands or adverse actions) within the past 12 months from this announcement closing date, may not be considered the most competitive and qualified applicants.

Only qualified applicants will be considered. Incomplete applications may not be considered.

The Federal Court practices zero tolerance for illegal drug use.

Those applicants selected for further consideration may be subject to testing.

Applicants must be a United States Citizen or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
