



U.S. Probation Office Southern District of Florida

NOTICE OF VACANCY

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Position: Chief U.S. Probation Officer
Announcement No: 2022-PRB-07
Duty Station: Miami, Florida
Salary: \$188,247 - \$218,259 (JSP 17- 18)

This is a full-time, permanent position with promotional potential up to JSP Grade 18 without need for further advertisement and competition.

Position Overview

The United States District Court, Southern District of Florida, one of the nation's busiest federal trial courts, is seeking a dynamic and energetic executive to succeed the incumbent who is retiring. This is a full-time, permanent, highly visible executive position. The selected candidate will be expected to provide strong leadership to the hard-working Probation staff. Selection includes promotion potential up to Grade JSP 18 without need for further advertisement and competition.

The Chief United States Probation Officer (CUSPO) is appointed by the District Judges of the Southern District of Florida. The CUSPO manages the federal pretrial, sentencing, probation, supervised release, and parole services for the Southern District of Florida. This court unit executive position includes responsibility for compliance with the Court's Equal Employment Opportunity and Employment Dispute Resolution Plan. This is a high-level management position which functions under the direction of the Chief U.S. District Judge with administrative oversight by the Court Administrator • Clerk of Court.

Representative Duties

- Organizes the probation office to ensure expeditious handling of investigative work for the Court, institutions, and parole authorities, including the preparation of presentence investigations (PSIs) and the effective case supervision of defendants, probationers and parolees/supervised releasees;
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Sentencing Commission advisory sentencing guideline requirements for sentencing hearings and the administration of pretrial, probation, and



Important Dates

Opening: March 15, 2022

Closing: April 18, 2022

Anticipated Start Date: October 2022 (Negotiable)

U.S. Probation Office, 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.

Chief U.S. Probation Officer – Announcement No. 2022-PRB-07

Page 2 of 4

supervised release services; promulgates policies, procedures, and guidelines necessary to meet these requirements;

- Maintains liaison with the Chief Judge and other judges; makes specific recommendations regarding policies, procedures, guidelines, standards, and court-related criminal justice issues with emphasis on matters related to sound sentencing practices;
- Selects and recommends candidates for appointment as probation officers to the Chief Judge, and appoints all non-officer personnel; approves personnel matters including promotions and salary increases; with Court approval, makes recommendations on disciplinary actions and dismissals;
- Manages the staff of the office; ensures all personnel are carefully selected and adequately trained; provides qualitative and quantitative measures of work performance; assures accountability; establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development;
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels;
- Promotes and ensures a safe and harassment-free work environment; fosters conditions that encourage staff commitment, enthusiasm, and positive morale;
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies;
- Formulates the annual budget and manages all federal appropriated funds subject to Court approval;
- Establishes and maintains cooperative relationships with other probation and pretrial services offices and with all components of the criminal justice system, including federal, state, and local law enforcement and correctional and social services agencies;
- Oversees the solicitation and implementation of contractual services for substance abuse and mental health treatment of persons under supervision;
- Oversees the district programs regarding firearms, offensive response tactics, and staff safety; administers a program of pretrial services;
- Develops and maintains a public relations program; assumes responsibility for communication to the news media; monitors community events and issues with special attention on alleviating hazardous office and field incidents;
- Occasionally, may perform the duties of probation officers or supervising probation officers;
- Performs related duties as required by the Court.

Qualification Requirements

The Chief Judge has discretion to set starting pay within the range of JSP 17 - 18.

- a) To qualify for a position of chief probation officer at JSP 17 – 18, applicant must have a bachelor’s degree from an accredited college or university and must have three years of progressively responsible specialized experience. In addition to the three years of specialized experience, the candidate must also have three years of substantial management experience earned after award of the bachelor’s degree.
- b) The three years of specialized experience are mandatory; substitutions are not permitted.

Specialized Experience

- a) Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required.
- b) Unless criminal investigation duties are routinely performed, experience as a police officer, FBI agent, customs agent, marshal, or any similar position does not meet the requirements of specialized experience.

Chief U.S. Probation Officer – Announcement No. 2022-PRB-07

Page 3 of 4

Substantial Management Experience

Substantial management experience is high-level administrative experience that provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the Judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, or head manager or owner-operator of a medium to large company. Possible titles within the Judiciary would include any of the court unit executive or type II second-in-command titles, assistant deputy chief probation officer, or assistant deputy chief pretrial services officer.

Preferences

Preference will be given to applicants who possess the attributes noted below.

- A master's degree in the social sciences or a related field;
- Substantial knowledge of, and experience in, the operations and management of federal probation services;
- Knowledge of Federal Judiciary strategic plans, policies and procedures; the U.S. Sentencing Guidelines, applicable statutes and case law; and Federal Rules of Criminal Procedure;
- Knowledge of evidence-based practices and re-entry initiatives which clearly link to current and future operations and activities;
- An understanding of the Judiciary's decentralized administrative model;
- Ability to interact effectively with judges, the legal community, law enforcement, corrections, and service providing agencies;
- Experience leading teams, managing budgets and financial plans, leading large multifaceted projects, evaluating work processes and organizational impact, re-engineering or creating new organizational models, and planning and implementing organizational change;
- Skill in using vision and innovation to lead; building confidence and inspiring others to perform at a high level; adapting to change and getting results under challenging conditions;
- Ability to analyze problems from a fresh point of view and to communicate effectively to others both orally and in writing.

Background Check/Investigation & The Fair Chance to Compete Act (FCA)

This is a High-Sensitive position within the Judiciary. This position is **not** covered under the FCA. Therefore, candidates **will likely** be asked to provide verbal or written statements about criminal history prior to receiving a conditional job offer. When applying for this position, completion of Questions 18, 19, and 20 on Form AO-78, "Application for Employment" is **mandatory**.



How to Apply

A complete application consists of:

- (1) A cover letter – 3 pages or less; describe administrative experience as it relates to staffing, budget and project management, philosophy of managing, experience in overseeing the functions of human resources, procurement, and information technology; detail the depth of management level experience including a description of leadership achievements and future leadership goals.
- (2) Resume – include years of specialized managerial experience, month/day/year dates of employment, salary history, functions managed, the number of composition of personnel managed.
- (3) Contact information for three professional references.

Send all attachments in one email message. All attachments must be in Microsoft Word (.doc; .docx) or Adobe Acrobat (.pdf) format.

Include the vacancy announcement number in the subject line of the email.

Subject Line: 2022-PRB-07

Email address:
flsd_hrmail@flsd.uscourts.gov

Chief U.S. Probation Officer – Announcement No. 2022-PRB-07

Page 4 of 4

Drug Screening & Medical Examination Requirements

This is an Executive High-Sensitive position within the Judiciary. A selected candidate who is not already employed by the Judiciary will be subject to pre-employment drug testing and a medical examination as conditions of employment. A candidate who is not already employed by the Judiciary will be considered provisional pending successful completion of a ten-year, full-field OPM background investigation. The individual who holds this position will be subject to random drug screening and updated background investigations every five years.

Maximum Entry Age

There is no "maximum entry age" for this position. Federal hazardous duty experience is not required. Candidates who currently hold a federal law enforcement position (LEO) and who accept the position of Chief U.S. Probation Officer should note that all LEO provisions, including medical requirements and mandatory retirement age provisions, remain in effect.

Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, and retirement benefits. Retirement benefits include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k)-equivalent program that includes government matching for employee contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered. The Court does not pay travel expenses for interviews. Relocation expenses for the selected candidate may be applicable and are negotiable. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice. All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

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.