

## NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

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**Position:** **Assistant Deputy Chief U.S. Probation Officer,  
Court Services (One or more positions may be filled)**

**Announcement No:** 2022-PRB-13

**Duty Station:** Miami, Florida

**Salary:** \$111,799- \$176,300 (CL 31) \*

\*Starting salary depending on experience and qualifications

### Position Overview

The Assistant Deputy Chief U.S. Probation Officer assists the Chief Probation Officer and the Deputy Chief Probation Officer Type II in the administration and management of the United States Probation Office for the Southern District of Florida and performs duties and responsibilities such as, but not limited to, the following:

### Representative Duties:

- Participates in the organization and management of the office to insure expeditious handling of investigative and supervision responsibilities for the Court, institutions, and parole authorities.
- Works in a collaborative manner with all members of the Senior Management Team.
- Maintains and improves ongoing quality control measures within the District and participates in short- and long-range planning.
- Assists in conducting internal investigations of personnel as required by the Chief U.S. Probation Officer.
- Assists in the selection and assignment of personnel.
- Manages, develops and mentors selected Supervisory U.S. Probation Officers (SUSPOs) and participates in systematic analysis of performance for all subordinates including training of new SUSPOs.
- Conducts staff meetings and communicates operational status and relevant information to supervisors and staff.
- Supervises administrative work, including workload distribution and the preparation of statistical reports and personnel documents.
- 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/ local law enforcement, correctional agencies, social service agencies and private sector agencies.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and healthy morale.
- Fosters teamwork and collaboration among supervisors to achieve common goals.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Promotes and maintains conditions which are consistent with the Mission, Vision and Values of the organization.
- Assists in the development and promotion of concepts related to Evidence Based



## Important Dates

Opening: July 22, 2022

Closing: Until filled

First Review: August 8, 2022

## 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

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Practices-outcome based actions, performance measures and strategic planning.

- Complies with the *Code of Conduct for Judicial Employees* and court confidentiality requirements and handles confidential information in a careful and deliberate manner.
- Performs related duties as required by the Chief Probation Officer and the Court.

### Qualification Requirements

To qualify for the Assistant Deputy Chief U, S. Probation Officer, applicant must meet the following requirements:

- Must have a minimum of ten (10) years of progressively responsible experience in such fields as probation, pretrial services officer in the U.S. Courts. At least five (5) of the 10 years of experience must have been in a position within the Court Services Unit, and at least three (3) of the 10 years must have experience as a supervisor or manager in the Court Services Unit.
- Skill in developing the interpersonal work relationships needed to lead a team of employees,
- The ability to exercise mature judgement, and
- Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation Office.

The applicant should display executive leadership skills, vision, and innovation, and have excellent organizational leadership and management skills, to include experience and tenure in leading teams, leading multifaceted projects, evaluating work processes and organizational impact. The applicant should have substantial knowledge of and experience in the operations and management of federal probation services with and understanding of strategic planning, policies, and procedures, and be skilled in operational leadership with strong analytical skills and excellent oral and written communication abilities. The experience to learn and adapt to change to lead an organization to get results under challenging conditions while inspiring others to perform at a high level are highly desired. The applicant should exhibit a professional presence that builds confidence in others and must possess the ability to analyze problems from a fresh point of view and effectively communicate your ideas/thoughts to others. A bachelor's degree from an accredited four-year college or university is required.

### Preferred Qualifications/Court Preferred Skills

- Substantial experience in a federal probation/pretrial setting is preferred and highly desired.
- Applicant must possess knowledge of supervision services, evidence-based practices and re-entry initiatives which clearly link to current and future operations and activities; the U.S. Sentencing Guidelines; applicable statutes and case law; and the Federal Rules of Criminal Procedure.
- Must have the ability to effectively interact with judges, the legal community, and other law enforcement, corrections and service providing agencies is highly desired.
- Excellent computer skills are highly desired.

Preference will be given to applicants with a master's degree in the social sciences or related field.



### How to Apply

All application material must be submitted as a **single PDF document**.

Email address:

[Flsd\\_hrmail@flsd.uscourts.gov](mailto:Flsd_hrmail@flsd.uscourts.gov)

Subject Line: 2022-PRB-13

### Applicants must submit the following:

1. Letter of interest no more than 3 pages which includes a "Narrative Statement" describing the depth of your management level experiences, including a description of your leadership achievements and future leadership goals. The statement should also describe how your knowledge, skills and abilities will enhance the current Senior Management Team.
2. A current detailed resume.
3. Judicial Branch Federal Employment Application (A078). Available at the U.S. District Court, SDFL website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)
4. A copy of your most recent performance evaluation.
5. Three professional references with contact information.

**Incomplete packages will not be considered and may disqualify you from consideration.**

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### Required Personal Characteristics

Must be a self-directed, highly organized team leader; able to balance the demands of varying workload responsibilities and deadlines; be mature, responsible, trustworthy, and tactful; demonstrate initiative and the ability to exercise good judgment; have strong ethics and integrity; be able to maintain good interpersonal relationships and work harmoniously with others; and always maintain a professional appearance and demeanor.

### Benefit

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. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching 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.

### Duty Station/Organizational Relationship

This position reports to the Chief U.S. Probation Officer, or Senior Management designee. Duty station is the Miami Federal Courthouse.

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

This is a senior level 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. In addition, the incumbent will be subject to random drug screening, and updated background investigations every five years.

This position is **not** covered under the FCA. Therefore, candidates **will** 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**.

### Selection Process

Only qualified applicants will be considered, and interviews will be granted to the most competitive and qualified applicants. Applicants will be selected based on Senior Management's 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.

### Incomplete applications may not be considered.

The U. S. Probation Office is not authorized to reimburse candidates for interview or relocations expenses. The U.S. Probation Office has the right to modify the conditions of this vacancy announcement, withdraw the announcement, at any time before the closing date, any of which may occur without prior written or other notice.

The selected candidate must adhere to the Southern District of Florida's Policy for COVID-19 Employee Vaccination and Testing

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.**