



United States District Court
Eastern District of New York

VACANCY ANNOUNCEMENT

Position: Deputy Chief U.S. Probation Officer Type II
Position Vacancy Announcement – **NYEP 15-04**

Location: Brooklyn, NY

Classification Level: JSP 15 – 16 (\$130,818 - \$183,300)
Salary based on experience and qualifications

Closing: Position open until filled
(With preference given to applications received by
5:00 p.m. on July 6, 2015)

Start Date: To Be Determined

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The U.S. District Court for the Eastern District of New York seeks a highly proficient and organized Deputy Chief U.S. Probation Officer Type II to carry out the mission of the district and the U.S. Probation Office. This skilled professional will lead, motivate, direct, and assist the Chief U.S. Probation Officer in all areas of administrative and management of the office. The Deputy Chief will perform a wide range of high-level administrative, functional and supervisory work which encompasses the investigation and supervision of offenders/defendants, as well as operations of the office. The incumbent will report directly to and assist the Chief Probation Officer. The Deputy Chief is the “alter ego” of the Chief, and as such, a strong collaborative relationship is required. The ideal candidate will have a thorough knowledge of the Federal

Probation system and possess management experience. The position will be located in the office headquarters located in Brooklyn, New York, but the incumbent will be required to travel to divisional offices (located in Queens and/or Long Island, New York).

In assisting the Chief U.S. Probation Officer in the administration and management of the U.S. Probation Office, the Deputy Chief Probation Officer will perform duties and responsibilities such as, but not limited to, the following:

- Manages, develops and mentors staff, including establishing standards, evaluating performance, handling disciplinary actions and terminations; paying particular attention to staff travel, leave and scheduling of staff work hours.
- Participates in the organization and management of the office to ensure expeditious investigative work for the Court, institutions and parole authorities, and the effective supervision of defendants and offenders. Ensures statutes, monographs, guidelines, case law, and rules pertaining to presentence investigation and supervision of defendants and offenders are applied and adhered to appropriately.
- Manages administrative aspects of office operations and determines office needs, including personnel needs, space requirements, fiscal needs, etc. Assists in estimating personnel, space allocation, travel expenses, and training. Develops office policies pertaining to personnel management, succession and aggregate planning, efficiency and effectiveness, safety, and quality control.
- Assists the Chief U.S. Probation Officer in policy developments relating to presentence and/or supervision issues. Performs team reviews, for quality control purposes, of both supervision and presentence units. Assists the Chief Probation Officer in the formulation, implementation, and modification of probation and parole policies in the district.
- Assists the Chief Probation Officer with making operational decisions, including allocating resources, developing policies and strategies and researching and initiating new programs. Assists in certifying financial transactions of the office.

- Facilitates and oversees conflict resolution and provides recommended resolutions in grievances, disputes and disciplinary actions. Coordinates cross-functional problem solving.
- Assists in conducting internal investigations of personnel matters as required by the Chief U.S. Probation Officer.
- Oversees quality control of the office operations including: random reviews/checks of presentence and supervision reports/duties, Probation Case Tracking System PACTS/Decision Support System (DSS) data as well as review of other relevant information.
- Assists in formulating, implementing, monitoring, and modifying organizational policy involving collaboration with judges and other court personnel. Assist in participating and collaborating in the establishment and development of judiciary-wide policies. Interprets, applies and ensures compliance with *The Guide to Judiciary Policies and Procedures*.
- Coordinates and oversees the Annual Internal Controls Assessments including ensuring that any findings from such assessments or independent audits are addressed in a timely manner.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale. Recommends and develops training programs and supports training opportunities for staff; encourages mentors and ensures continuous professional development and learning.
- Complies with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrates sound ethics and mature judgment at all times. Handles confidential information in a careful and deliberate manner.
- May perform the duties of a probation or supervisory probation officer, as necessary.

- Functions as Acting Chief Probation Officer in the Chief's absence.
- Performs related duties as required by the Court and/or the Chief Probation Officer.

QUALIFICATIONS

Applicant must be an employee of the Federal Judiciary currently.

To qualify for the position of Deputy Chief U.S. Probation Officer Type II at JSP 15 or 16, an applicant must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent. This includes completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, sociology, human relations, or business, public administration or other related field.

JSP Grade Level	Years of Specialized Experience
15	Seven (7), to include one year of experience at or equivalent to a CL 30 or JSP 14
16	Seven (7), to include one year of experience at or equivalent to a CL 31 or JSP 15

SPECIALIZED EXPERIENCE:

Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in evidence-based community correctional programs. Experience in closely allied fields such as education, guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and/or correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI Agent, customs agent, marshal, or similar position does not meet the requirements of specialized experience. *Specialized experience must be earned after the bachelors degree had been granted.*

COURT PREFERRED SKILLS, EDUCATION AND EXPERIENCE:

An advanced degree in the fields listed previously under Qualification requirements.

Possess at least four years of experience in supervising professional staff.
Possess excellent problem-solving skills and interpersonal skills.

Previous supervisory/management/leadership experience, education, or training relevant to the U.S. Probation Office.

Experience in budgeting and financial management (including Internal Controls and internal audits), staffing and human resources functions, long and short-range planning, and oversight of information technology.

Excellent oral and written communication skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner.

DESIRABLE PERSONAL CHARACTERISTICS:

Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. Ability to meet the public, work harmoniously with others and communicate effectively, both orally and in writing, is required.

The successful candidate will:

- Possess exceptional leadership skills, be a motivator and lead by example. 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.
- Be able to establish good working relationships with peers, subordinates, and superiors and have a management style that builds consensus, trust and confidence with staff.
- Be adaptable to change and able to lead major change initiatives.

APPLICATION PROCESS:

Interested applications are invited to apply by submitting a letter of interested stating management/leadership philosophy. Please include a resume detailing knowledge, skills and abilities, and a completed Application for Federal Employment (AO-78). Include official college transcript and names and contact information for three professional references.

Submit complete application packet to:

United States Probation
Attention: Human Resources Division
147 Pierrepont Street
Brooklyn, New York 11201
Reference: NYEP 15-04 – Confidential

Or

Submit Via Email with Subject Line "NYEP 15-04 to:

Juanita_Chosson@nyep.uscourts.gov

Interviews will be granted to the most qualified candidates. The U.S. Probation Office is not authorized to reimburse candidates for interview expenses. Relocation expenses may be reimbursed at the discretion of the Court.

The Court reserves the right to modify or withdraw this vacancy announcement or to fill the position at any time before the closing date, any of which may occur without prior written or other notice.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE