



UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

Position Announcement #: NYEP 24-08

Position Title: Supervisory U.S. Probation Officer
(Presentence Division)

Location: Brooklyn, New York

Area of Consideration: Open to current Sentencing Guideline Specialists or
Supervisory U.S. Probation Officers

Grade/Salary: CL 30 (\$114,837 - \$186,641)
Salary based on experience or at agency promotional
percentage.

Opening Date: March 15, 2024

Closing Date: Open until filled with preference given to applications received
by March 29, 2024

POSITION OVERVIEW:

New York Eastern Probation has an opportunity for a Supervisory Probation Officer (SUSPO) in our Brooklyn Office. Travel to the Central Islip office will be required as needed. The opportunity will be in the Presentence Division and is open to **current** Sentencing Guideline Specialists (SGS') and Supervisory U.S. Probation Officers (SUSPO's) within the judiciary. The primary function of the SUSPO is to strengthen and improve the skills and performance of a team of U.S. Probation Officers. He or she supervises their professional work, assigns, and coordinates their tasks, and guides them in developing good case management and investigation practices.

The SUSPO is an integral part of the district's management team. The chosen applicant will participate in the decision-making process affecting office operations and administration.

DUTIES AND RESPONSIBILITIES:

The SUSPO is responsible for overseeing the activities of U.S. Probation Officers, at least two of whom are SGS' and a support staff person, and performs duties and responsibilities such as the following:

- Supervise professional law enforcement, technical, and support staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions.

- Confer regularly with staff to provide direction and assistance in case situations and with general operational procedures.
- Receive, prioritize, and assign work to staff, ensuring that work is assigned fairly and equitably.
- Monitor time and attendance, evaluate and approve leave requests.
- Serve as a resource for officers and other staff to assist with performing work successfully and efficiently.
- Review and edit written work, correspondence, and reports submitted to the court.
- Ensure that recommendations made by officers to the court adhere to local and national policy and guidelines.
- Ensure adequate coverage for office activities, court appearances, etc.
- Conduct audits and reviews of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Develop recommendations and advise the court on appropriate issues.
- Communicate and respond to management requests regarding case operations.
- Answer procedural questions for judges, staff, and the public.
- Provide customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgement at all times. Handle confidential and sensitive information appropriately.
- Respond to judicial officers' requests for information and advice on any issue pertaining to the presentence report, and sentencing law, guidelines, and policy.
- Perform other related duties as assigned.

REQUIREMENTS

Demonstrate knowledge of the roles and functions of federal probation, including knowledge of the legal requirements, practices and procedures used in probation. Display knowledge of the roles, responsibilities, and relationships among the state and federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations. Exhibit an understanding of how other judicial processes and procedures relate to officers' roles and responsibilities.

Display knowledge of federal law and the criminal justice system particularly as it relates to federal probation and parole policies and procedures. Demonstrate knowledge of surrounding communities and available community resources. Display skill in investigative techniques and in investigating defendants' backgrounds, activities, and finances. Exhibit an understanding of the Sentencing Reform Act, sentencing guidelines, statutes, Federal Rules of Criminal Procedure, applicable case law and changes in the law.

Demonstrate skill in analyzing and summarizing legal concepts and issues, legal reasoning, and critical thinking. Demonstrate the ability to follow safety procedures. Demonstrate the ability to discern deception and act accordingly.

Apply knowledge of supervisory and employee management principles.

Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem-solving skills when managing conflicts in the workplace.

Display the ability to effectively represent the agency among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, troubleshooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.

QUALIFICATIONS REQUIREMENTS:

To qualify for this opportunity, applicant must be a current SGS with at least one (1) year in the position or a current SUSPO with at least one (1) year in the position.

HOW TO APPLY:

All applicants must submit no more than a two-page letter of interest which addresses the following:

- Outlines the applicant's relevant qualifications, skills, and experience necessary to perform the position, as well as how their selection would benefit the district.
- Outlines what the applicant has done to: (1) contribute to a positive work culture and environment in their office; (2) further develop their leadership skills; (3) develop any officers under their supervision and prepare them for leadership opportunities in the future.

External applicants must also submit the following documents:

- Letter of interest
- Resume
- Federal Judiciary Branch Application for Employment – AO78 (which can be obtained on agency's website at www.nyep.uscourts.gov under Job Applicants/Internships).

Please submit all documents combined as one PDF via email to:

NYEP_Human_Resources@nyep.uscourts.gov

With subject line: **[NYEP 24-08 SUSPO PS](#)**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

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