



UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

Position Announcement #: NYEP 24-09

Position Title: Supervisory U.S. Probation Officer
(Supervision Division) (Promotional Opportunity)

Location: Brooklyn, New York

Area of Consideration: Open to current U.S. Probation Officer Specialists

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 Supervision Division and is open to **current** U.S. Probation Officer Specialists (POS'). 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 POS' and a support staff person, and performs duties and responsibilities such as the following:

- Supervise professional law enforcement 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. Provide training and orientation for new staff members. Serve as a resource for officers and other staff to assist with performing work successfully and efficiently. Develop and implement training programs for officers and staff. Make recommendations regarding new hires, personnel actions, and terminations.

- Review and edit written work, including case plans, correspondence, and various other reports submitted to the Court. Ensure that recommendations made by officers to the Court adhere to local/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. Assist the Executive Team in the formulation and modification of operations and administrative policies. Assist in monitoring the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring that contract terms are met, and related activities.
- Communicate and respond to Executive Team 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 judgment at all times. Handle confidential and sensitive information appropriately.
- Establish performance objectives and standards and prepare performance appraisals; monitor and approve use of leave; counsel and recommend discipline for staff, as appropriate.
- Serve as team-leader on selected district teams; actively foster a participative/team-oriented approach to decision-making; attend team meetings, complete follow-up work on team assignments and ensure others do the same.
- Perform any or all duties of a probation officer, including investigating and/or supervising persons under supervision.
- Tracks staff schedule and leave usage ensuring adherence to local policies and procedures; approves daily leave requests and certifies bi-weekly leave report; supervises field travel to include adherence to local travel and government car use policies; reviews travel logs and approves travel vouchers for unit staff.
- As a member of the management team, participates in committees and special projects at the local and national level. Proactively seeks and communicates suggestions for process improvement.
- Assists in supervising support staff personnel assigned to the supervision unit and performs related duties as required.

QUALIFICATION REQUIREMENTS

To qualify for this opportunity, applicant must be a current POS.

HOW TO APPLY:

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

- Outline the applicant's relevant qualifications, skills, and experience necessary to perform the position, as well as how their selection would benefit the district.
- What have you done to: (1) Contribute to a positive work culture and environment in your office; (2) Further develop your leadership skills; (3) Develop those officers under your supervision and prepare them for leadership opportunities in the future.

External applicants must submit the following documents, combined as a single PDF file:

- 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).

All Submissions should be emailed to NYEP_HUMAN_RESOURCES@nyep.uscourts.gov

All Submissions must be received by 5:00 p.m. on the closing date.

Seniority will not be a decisive factor in the selection process.

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

NYEP_Human_Resources@nyep.uscourts.gov

With subject line: **NYEP 24-09 SUSPO**

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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