



**UNITED STATES PROBATION
EASTERN DISTRICT OF NEW YORK**

VACANCY ANNOUNCEMENT # NYEP 24-12

Position: Assistant Deputy Chief U.S. Probation Officer
(Supervision Division)

Location: Brooklyn, NY

Open to: All current Supervisory U.S. Probation Officers

Salary Range: CL 31 (\$135,067 - \$191,900)
(To be set at agency promotional rate, or based on experience and qualifications)

Opening Date: May 01, 2024

Closing Date: Open until filled with preference given to applications received by
May 15, 2024

POSITION OVERVIEW

New York Eastern Probation currently has an opening for an Assistant Deputy Chief U.S. Probation Officer (ADCUSPO). The selected individual will lead, direct, and supervise staff at all levels in the Supervision Division. The incumbent will assist in the facilitation of the administration and management for the entire district. New York Eastern Probation has a second office in Central Islip, New York, and travel to the second office will be required, as needed.

The position of Assistant Deputy Chief U.S. Probation Officer is a senior management position for the Probation Office. As a member of the Executive Team, the ADCUSPO will report directly to the Deputy Chief U.S. Probation Officer (Type II) and the Chief U.S. Probation Officer; will help in the facilitation of the administration and management of federal probation services for the entire district; and will significantly contribute to the development of short and long-range improvement plans, including the development, implementation and refinement of office policies, procedures, and programs to ensure succession planning for all management positions within the agency. Finally, the ADCUSPO will directly manage Supervisory U.S. Probation Officers within

the Supervision Division and will also be responsible for district operations as assigned by the Chief U.S. Probation Officer.

DUTIES AND RESPONSIBILITIES:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers and parolees.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of probation and parole policies in the district.
- Participates in systemic analysis of performance for all subordinates.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with other U.S. Probation Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal, State, and local law enforcement, correctional, and social service agencies.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- Identifies training needs within the district.
- Participates in public relations which explain probation, parole, and other correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Occasionally may perform any or all duties of a supervisor or a probation officer, including investigating and/or supervising Persons Under Supervision.
- Performs related duties as required by the Chief U.S. Probation Officer or Deputy Chief U.S. Probation Officer (Type II).

QUALIFICATION REQUIREMENTS:

To qualify for this position, applicants must:

Be a current Supervisory U.S. Probation Officer.

Be able to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.

Have direct management experience in developing, implementing, administering, and evaluating comprehensive results-oriented evidence-based programs, practices, and policies.

The selected candidate will be required to complete the FJC's New Deputy Court Unit Executive Program when it becomes available.

COURT PREFERRED SKILLS

The following qualifications, skills and experience are strongly preferred but not required:

Skill and experience in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, influence decision makers, and strive for high level achievement.

Significant project management experience with the ability to lead major change initiatives and multiple projects simultaneously with limited supervision.

Ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.

Excellent organization and time management skills with the ability to balance the demands of a varying workload responsibilities and deadlines.

Experience with creating an organizational community that supports, values, and builds members of the organization.

Ability to travel frequently and must be available beyond a standard forty (40) hour work week when necessary.

APPLICATION PROCEDURES:

- Resume
- Two (2) professional references with contact information
- Two (2) most recent performance evaluations
- 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 applicants must submit no more than a three-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.
- Internal candidates: Identify a significant issue within the division and demonstrate how you would address said issue as the ADCUSPO.
- External candidates: Identify a significant issue within the Probation system and its effect on the district level and demonstrate how you would address said issue as the ADCUSPO.

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

NYEP_Human_Resources@nyep.uscourts.gov

With subject line: **NYEP 24-12 ADCUSPO**

Travel reimbursement in connection with an interview and/or relocation is not authorized.

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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