



UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

Position Announcement #: NYEP 25-10

Position Title: Administrative Operations Supervisor

Location: Brooklyn, New York

Grade/Salary: CL 29 (\$99,325 -161,486)
Salary based on experience or at agency promotional percentage.

Opening Date: May 5, 2025

Closing Date: Open until filled with preference given to applications received by May 19, 2025

POSITION OVERVIEW:

The Operations Supervisor performs supervisory work related to the full range of agency operational duties. The incumbent serves as a first line supervisor over administrative staff operations (e.g. reception, probation administrative assistants, probation technicians, record room personnel, case processing personnel, etc.) The Operations Supervisor primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls.

DUTIES AND RESPONSIBILITIES:

- Supervise employees involved in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Supervise agency operations. Coordinate and communicate office procedures with unit executives and administrative staff. Assists with the Court's emergency planning and preparedness program, including testing.
- Communicate and respond to management requests regarding operations. Answer procedural questions for Executive Team.

- 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.
- Coordinates with Operations Deputy to provide training for administrative staff.
- Collaborates with the Operations Administrator in the recruitment and hiring of administrative staff.
- Ensures adequate coverage for each office location, assigning staff members to tasks and divisions dependent on agency need.
- Acts as the Data Quality Administrator by reviewing, identifying, and researching the accuracy, timeliness, and quality of data entered into internal electronic databases.
- Works closely with data staff and information technology staff in recommending and implementing new case management functionality.
- Perform quality control audit procedures and practices for the CUE, which include the use of DSS reports.
- Analyze and respond to statistical inquiries from Executive Team or Staff.
- The Administrative Operations Supervisor will report directly to the Deputy Chief U.S. Probation Officer and ultimately to the Chief U.S. Probation Officer.

REQUIREMENTS:

Applicants must possess a four-year degree from an accredited college or university, plus have at least seven (7) years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (1) skill in developing the interpersonal work relationships needed to lead a team of employees, (2) the ability to exercise mature judgment, and (3) knowledge of the basic concepts, principles and theories of management, and the ability to understand the managerial policies applicable to the judiciary.

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 leadership qualities the applicant possesses to ensure that the team is efficient, productive, timely, and in compliance with policy.

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 a single PDF file, via email to:

NYEP_HUMAN_RESOURCES@NYEP.USCOURTS.GOV

With subject line: **NYEP 25-10 Administrative Operations Supervisor**

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

Only applications submitted via email will be accepted. Please include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted.

The United States Probation Office of the Eastern District of New York is not authorized to reimburse candidates for interview or relocation expenses.

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 preference date, any of which may occur without prior written or other notice.

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