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**UNITED STATES PROBATION OFFICE
NORTHERN DISTRICT OF OKLAHOMA**

Position Title:	Chief U. S. Probation Officer Full-Time/Permanent
Location:	Tulsa, Oklahoma
Announcement Number:	FY 2014/01
Opening Date:	October 1, 2013
Closing Date:	December 2, 2013
Job Grade:	JSP 14 - JSP 16
Salary Min:	\$96,690
Salary Max:	\$165,300

Starting salary is based on education, experience and qualifications.

The Chief Probation Officer is under the administrative direction of the Chief Judge of the District Court, and is directly responsible for the administration of the combined Probation and Pretrial Services Office (“Probation Office”). The U. S. District Court for the Northern District of Oklahoma serves 11 counties and is headquartered in Tulsa, Oklahoma. The court consists of four active district judges, one senior district judge, and three full-time magistrate judges. The Probation Office consists of 34 employees.

REPRESENTATIVE DUTIES

A Chief Probation Officer performs duties and responsibilities such as the following:

- Organize the probation office to insure expeditious handling of investigative work for the courts and other institutions and parole authorities, including effective case supervision of probationers and those on supervised release.
- Review, analyze, and interpret statutory, Judicial Conference, and Sentencing Guidelines requirements for the administration of probation and supervision services; promulgate policies, procedures, and guidelines necessary to meet these requirements.

- Maintain administrative liaison with the court of jurisdiction, including promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to insure an appropriate level of service delivery.
- Select and recommend candidates for appointment as probation officers to the Court, and appoint all non-officer personnel; provide specific recommendations to the Court in all personnel matters, including promotions, salary increases, disciplinary actions, and dismissals; ensure all personnel are carefully selected and adequately trained; and make certain the work of all subordinates is systemically evaluated.
- Manage the staff of the office including all clerical, professional, and supervisory personnel. Also, manage the consolidated information services division and human resources' office together with the Clerk of the District and Bankruptcy Courts.
- Responsible for preparation of the operating budget and estimates of personnel, space allocation, and operating costs; oversee and be responsible for providing adequate space, equipment, and supplies for the operation of the office; approve requisitions, certify vouchers for payment; and maintain appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment of offenders.
- Establish and administer continuing in-service training programs to insure high-quality service delivery through consistent staff development.
- Maintain a system of communication, enabling awareness of pertinent information at all levels; delegate decision-making responsibility at appropriate levels; provide qualitative and quantitative measures of work performance; and assure accountability with minimal interference to service delivery.
- Maintain liaison with the Chief Judge and other judges; make specific recommendations regarding court-related criminal justice issues, with particular emphasis on matters relating to sound sentencing and supervision practices.
- Establish and maintain cooperative relationships with other probation and pretrial services offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Establish and maintain cooperative relationships with all components of the criminal justice system, including federal, state, and local law enforcement correctional, and social service agencies.
- Promote and maintain conditions that encourage staff loyalty, enthusiasm, and morale.
- Develop and maintain a public relations program that explains court and other correctional services to the community; assume responsibility for communication with the news media.

- Monitor community events and issues with special attention to alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of probation officers or of supervisory probation officers.
- Perform related duties as required by the Court.

QUALIFICATIONS

To qualify for a position of Chief Probation Officer an applicant must have a bachelor's degree from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade or its equivalent. The three years of specialized experience are mandatory and do not permit any substitutions.

SPECIALIZED EXPERIENCE

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial services programs is required. Experience in police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigative experience, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

SUBSTITUTIONS

Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade level. If the applicant does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

SUBSTANTIAL MANAGEMENT EXPERIENCE

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

MAXIMUM ENTRY AGE

There is no "maximum entry age" for this position. However, in order to be included under federal law enforcement officer retirement provisions, first-time appointees to probation and pretrial services officer positions must not have reached their 37th birthday at the time of appointment. For applicants age 37 or over, who have previous federal law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) and who have had either a subsequent break in service or intervening service in a non-law enforcement officer

position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37.

MEDICAL REQUIREMENTS

Prior to appointment, the selectee considered for this position will undergo a drug screening. Upon successful completion of the drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as a condition of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and, as deemed necessary by the Court for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements for primary and secondary law enforcement officer and officer assistant positions are available for public review at www.uscourts.gov under Officer and Officer Assistant Medical Requirements.

BENEFITS

The Probation Office is within the Judicial Branch of the United States Government and its employees are entitled to federal employees benefits such as paid vacation and sick leave, group health insurance, life insurance, long term disability, long term care programs, dental and vision plans, flexible spending accounts, retirement, a tax deferred savings plan, and 10 paid holidays per year. This position is required to have electronic transfer of salary payment.

To qualify for coverage under the law enforcement provision of the Federal Employees Retirement System (FERS), there is a mandatory retirement age of 57 with 20 years of federal law enforcement service. For applicants who are not currently covered under the federal law enforcement officer retirement provisions, this requirement would not apply. There is no mandatory retirement age for regular federal retirement benefits.

ADDITIONAL INFORMATION

The Chief Probation Officer serves at the pleasure of the Court, is an “at-will” employee, and can be terminated with or without cause. All application information is subject to verification. Appointment to this position is contingent upon completion of a full background investigation including a FBI fingerprint check, credit check, name check, and tax check. Retention depends upon a favorable suitability determination. The Court reserves the right to check references and contact former employers and subordinates. All judiciary employees are required to adhere to the Judicial Code of Conduct. All applicants must be U. S. Citizens or eligible to work in the United States. The U. S. Probation Office reserves the right to modify the conditions of this vacancy announcement or withdraw the vacancy announcement, either of which may occur without prior written notice.

APPLICATION INSTRUCTIONS

Qualified persons are invited to submit: 1) a two-page or less letter of application which outlines your personal management philosophy and addresses the knowledge, skills and experience necessary to perform the duties of the Chief Probation Officer; 2) a detailed resume including education, previous employment and salary history; 3) an Application for Judicial Branch Employment (AO78); 4) a list with contact information of three professional and three personal references; and, 5) copies of your last two performance evaluations.

To obtain an Application for Judicial Branch Employment (AO78), visit the web page at: www.oknd.uscourts.gov

Faxed or e-mailed applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses.

Application packages, which must be received no later than close of business (4:30 p.m.), December 2, 2013, should be mailed to:

Charlotte Griggs
Human Resources Specialist
United States District Court
411 Page Belcher Federal Building
333 W. 4th Street
Tulsa, Oklahoma 74103-3819

For questions about this announcement, please contact Ms. Griggs at 918-699-4841.

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