

CAREER OPPORTUNITY



UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF OKLAHOMA

POSITION: Chief U.S. Probation Officer
POSITION TYPE: Full-Time/Permanent
VACANCY NUMBER: 24-02
LOCATION: Oklahoma City, OK
DATE POSTED: March 4, 2024
CLOSING DATE: March 22, 2024
SALARY RANGE: JSP 15 – JSP 17 / \$143,736 – \$224,178* (2024 JSP Pay Table – RUS)
*Actual salary will be determined by experience and qualifications. Lateral transfers will be considered for this position. This agency is unable to match locality pay.

The United States Probation Office for the Western District of Oklahoma is a component of the United States Courts and is responsible for the community corrections arm of the Federal Courts System. The United States Probation Office for the Western District of Oklahoma performs both probation and pretrial services work, and is headquartered in Oklahoma City, Oklahoma, with a divisional office in Lawton, Oklahoma. The district serves 41 counties with six authorized United States District Judges, three Senior United States District Judges, and three full-time United States Magistrate Judges. The office has authorized work units of 64.

POSITION OVERVIEW

The United States Probation Office for the Western District of Oklahoma is seeking a qualified individual for the position of Chief U.S. Probation Officer to carry out the mission of the U.S. Probation and Pretrial Services Office. The Chief Probation Officer administers and manages the daily operations of the U.S. Probation Office. The incumbent is responsible for ensuring the expeditious handling of all investigative work for the Court, the effective supervision of probationers, parolees, and persons on supervised release, preparation of presentence reports and sentencing recommendations, and the administration of the district-wide programs for drug/alcohol/mental health services for defendants. The Chief Probation Officer formulates the annual budget and manages all federally appropriated funds. As Certifying Officer, the Chief Probation Officer authorizes all expenditures of the Probation Office and maintains appropriate fiscal controls. The Chief Probation Officer fulfills statutory duties of the position and supervises activities of the United States Probation Office. The Chief Probation Officer is a Court Unit Executive who operates under the direction of the Chief Judge and the Court.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

The Chief U.S. Probation Officer performs duties and responsibilities such as the following:

- Organizes the Probation Office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of persons placed on probation, supervised release, and parole.

- Reviews, analyzes and interprets statutory, Judicial Conference, U.S. Sentencing Commission, and Parole Commission requirements for the administration of probation, parole, and supervised release services; promulgates policies, procedures and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as probation officers to the court and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Directs the probation office financial service functions including management of the annual budget and oversight of purchasing, contracting, and accounting functions in compliance with the U.S. Government and Judicial Branch regulations and controls.
- Projects personnel needs, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- Reports to the Chief Judge. Maintains liaison with the Chief Judge or other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices and community supervision practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state and local law enforcement, correctional and social service agencies.
- Promotes and maintains conditions which encourages staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program that explains probation, parole, and other correctional services to the community; assumes responsibility for communication with the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Communicates and collaborates with Pretrial Services to maximize shared services, wherever feasible and sustainable.
- Occasionally, may perform the duties of probation officers or supervising probation officers.
- Performs related duties as required by the court; travel among the court's divisions and to national programs is required.

QUALIFICATIONS REQUIREMENTS

- Must possess a bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration and have a minimum of three years of progressively responsible specialized experience earned after the bachelor's degree has been issued.
- In addition to the three years of progressively responsible specialized experience; possess three years of substantial management experience earned after the bachelor's degree has been issued.
- The three years of specialized experience is mandatory and does not permit any substitutions.

SPECIALIZED EXPERIENCE

Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs, preferably at the federal level. Unless criminal investigation duties are routinely performed, experience as police officer, FBI agent, customs agent, marshal, or similar positions **does not meet** the requirements of specialized experience. Specialized experience must be earned **after** the bachelor's degree has been granted.

SUBSTANTIAL MANAGEMENT EXPERIENCE

Substantial management experience is high-level administrative experience that provides 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.

COURT PREFERRED SKILLS AND EXPERIENCE

- A master's degree in the social sciences or a related field.
- Substantial knowledge of and experience in the criminal justice system and United States Probation and Pretrial Services system; knowledge of the federal judiciary strategic direction, policies, and procedures; knowledge of the U.S. Sentencing guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedures.
- Excellent leadership and management skills, using vision and innovation to lead; the ability to motivate others by building confidence and inspiring others to perform at a high level; adapting to change and achieving results under challenging conditions.
- Experience leading teams, managing budgets and financial plans, leading large multifaceted projects, evaluating work processes and organizational impact, re-engineering or creating new organizational models, and planning and implementing organizational change.
- Ability to analyze problems, develop solutions, and think critically at a high level.
- Possess solid understanding of the fundamentals of budget development and financial management.
- Ability to exercise mature judgment and maintain a professional appearance/presence.
- Experience in staffing and human resources functions, long and short-range planning, and oversight of information technology.
- Demonstrated ability to work with all levels of staff and interact and communicate effectively with judges, the legal community, law enforcement, corrections, and service providing agencies.
- Must have excellent time management skills, be detail-oriented, and have the ability to handle multiple tasks simultaneously and effectively.

BENEFITS

Full-time employees of the United States Probation Office are eligible for a full range of federal benefits to include paid vacation, sick leave & parental leave, paid holidays, and retirement benefits. Optional benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. Additional benefits information is available at <https://www.uscourts.gov/careers/benefits>. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net earnings.

CONDITIONS OF EMPLOYMENT

U. S. Citizenship or eligibility to work permanently in the U. S. is required. This is an executive, high-sensitive position within the Judiciary. Successful applicants will be required to submit to a background investigation which includes drug screening, fingerprinting, a credit check, and a full field background investigation by the Office of Personnel

Management. Prior to first-time appointment under the federal law enforcement retirement provision, the selectee for this position will undergo a medical examination. Employment is provisional pending the successful completion of a ten-year, full field background investigation and favorable suitability determination. All probation officers, including the Chief, are subject to ongoing random drug screening. Investigative updates are required every five years. Background investigation/re-investigation for current federal judiciary employees are subject to review by the hiring authority.

AGE REQUIREMENTS FOR FEDERAL LAW ENFORCEMENT RETIREMENT PROVISIONS

As a federal law enforcement position, there is a maximum age requirement. First-time appointees must have not reached their 37th birthday at the time of appointment. Applicants 37 years or older who have previous federal civilian law enforcement officer experience may have the previous law enforcement service subtracted from their age to determine if they meet the maximum age requirement. For example, for a candidate with five years of creditable previous law enforcement experience, the maximum entry age would be 42.

PROCEDURES FOR APPLYING

Qualified applicants must submit the following via email:

1. A letter of interest which includes a detailed narrative statement addressing specific qualifications and relevant experience that outlines your personal characteristics and management philosophy.
2. A written summary, not to exceed three pages, that describes the following:
 - a) Your level of participation and scope of responsibility in your current organization.
 - b) Your knowledge in budget management, facilities management, and procurement guidelines.
 - c) Your experience in human resources management, including a description of the most challenging experience(s) you have had managing employees.
 - d) Your experience in policy research and development or data analysis.
 - e) Your experience with using information technology to improve the performance of an organization.
3. Current resume detailing the years of specialized managerial experience, dates of employment, and number of personnel managed.
4. Contact information for three professional references who can speak to the candidate's leadership traits.
5. Current AO-78 Application of Employment, located here, [AO 078 revised 2022.pdf](#). (Note: Due to the highly sensitive nature of this position, applicants are required to fill out the Optional Background Information section (Questions 18-20)).
6. Copies of your last two performance evaluations (external applicants only).
7. Official transcripts (external applicants only).

Application packets must be received via email by 4:00 p.m. on the closing date **as one single PDF** to [Niki Morgan@okwp.uscourts.gov](mailto:Niki_Morgan@okwp.uscourts.gov) with the subject line "CUSPO 24-02".

Incomplete and late application materials will not be considered. All application information is subject to verification. The Probation Office reserves the right to check references and contact former employers and subordinates.

Applicants deemed most qualified will be invited to participate in a personal interview with judges of the Court. Candidates who are not selected for an interview will not be notified of such at the conclusion of the recruitment process.

Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided.

Employees of the U.S. District Court are Excepted Appointments and considered At-Will employees. The court requires all employees to adhere to the Code of Conduct for Judiciary Employees, available at www.uscourts.gov.

Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the U.S. District Court for the Western District of Oklahoma. The conditions of this job announcement may be modified at any time or withdrawn without prior notice.



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