

UNITED STATES PROBATION OFFICE  
EASTERN DISTRICT OF OKLAHOMA



**NOTICE OF VACANCY**  
**Deputy Chief United States Probation Officer, Type II**

---

<b>Announcement Number:</b>	<b>24-03</b>
<b>Location of Position:</b>	<b>Eastern District of Oklahoma – Muskogee, OK</b>
<b>Position Title:</b>	<b>Deputy Chief U.S. Probation Officer, Type II</b>
<b>Classification Level:</b>	<b>Judicial Salary Plan - JSP 14 – 16</b>
<b>Salary Range:</b>	<b>\$116,393 - \$160,568 (<i>determined by experience and qualifications</i>)</b>
<b>Opening Date:</b>	<b>November 1, 2023</b>
<b>Closing Date:</b>	<b>Open until filled (<i>preference given to applications received before December 15, 2023</i>)</b>
<b>Starting Date:</b>	<b>To be determined</b>

**POSITION OVERVIEW:**

The United States Probation Office for the Eastern District of Oklahoma is accepting applications for the position of Deputy Chief Probation Officer Type II (“Deputy Chief”). The Deputy Chief assists the Chief Probation Officer in all areas of administration and management of the U.S. Probation & Pretrial Services Office in the Eastern District of Oklahoma

This is a “High-Sensitive” position. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation. The incumbent will also be subject to preemployment and periodic random drug testing. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. This requirement may be waived if the selectee is a U.S. Probation Officer who has already completed the required background investigation. Further, the Deputy Chief will be subject to random drug screening and updated background investigations every five years.

**REPRESENTATIVE DUTIES:**

- Participates in the organization and management of the office to insure expeditious handling of investigative work for the courts 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.
- Assists in the selection of professional and clerical personnel for appointment.

- Participates in systematic analysis of performance for all subordinates.
- Supervises office staff including all clerical, professional, supervisory, and administrative personnel; pays particular attention to travel, leave, and scheduling of work hours.
- Supervises administrative work to include inventorying and ordering equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing records.
- Assists in planning for personnel needs, space allocation, and budget updates.
- Assists in establishing and maintaining cooperative relationships with other U.S. probation officers 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 that encourage staff loyalty, enthusiasm, and morale.
- Identifies training needs within the district.
- Participates in public relations that 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, deputy chief probation officers may perform the duties of a probation or pretrial services officer or supervising probation or pretrial services officer.
- Performs related duties as required by the Chief Probation Officer and the Court.

**QUALIFICATIONS:**

To qualify for a position of Deputy Chief Probation Officer Type II at JSP-14, 15, or 16, a person must possess the following years of progressively responsible specialized experience earned after the bachelor’s degree has been issued.

JSP Grade Level	Years of Specialized Experience
14	6
15	7
16	7

**Specialized Experience**

- Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required.
- Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of the specialized experience.
- Experience in police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

## **Education Substitutions**

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 Guide to Judiciary Policy, Vol. 12, Appx. 5F Page 33 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

Applicants must be U.S. citizens or eligible to work in the United States. Specialized experience must be earned after the bachelor's degree has been granted.

To qualify for coverage under the law enforcement provision of the federal retirement system, there is a mandatory retirement age of 57 with 20 years of federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits.

## **COURT PREFERRED SKILLS/QUALIFICATIONS:**

These additional qualifications, skills, and experience are preferred, but not required:

- (1) At least three years of substantial supervisory or managerial experience.
- (2) A graduate degree in a closely related field received from an accredited university.
- (3) Proven skills in problem-solving, resource management and staff motivation.
- (4) Comprehensive knowledge of and substantial experience in all areas of the operation and management of a federal probation and pretrial services office.
- (5) Specialized experience in budgeting and financial management, staffing and human resources, long and short-range planning and oversight of information technology systems.

## **BENEFITS:**

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20 hours per week or more are eligible for benefits. Benefits include:

- Paid federal holidays as well as paid annual and sick leave.
- Retirement benefits under the Federal Employees Retirement System.
- Tax Deferred Retirement savings, with employer matching, under the Thrift Savings Plan.
- Health benefits under the Federal Employees Health Benefits Program.
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan.
- Life insurance benefits under the Federal Employees Group Life Insurance Program.
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement.

More details regarding benefits may be found at [www.uscourts.gov](http://www.uscourts.gov).

## **APPLICATION PROCEDURES:**

**Qualified applicants should submit a complete applicant's packet, which includes: a letter of interest; a current, detailed resumé with salary history; and a completed Application for Judicial Branch Federal Employment (Form AO 78).** (Applications for Judicial Branch Federal Employment (Form AO 78) may be downloaded from the U.S. Courts website [www.uscourts.gov](http://www.uscourts.gov).) Application packets must be submitted via email, in one PDF file, to Stephanie Horton, Chief Deputy Clerk for the U.S. District Court for the Eastern District of Oklahoma at [stephanie\\_horton@oked.uscourts.gov](mailto:stephanie_horton@oked.uscourts.gov). Questions may be directed to Ms. Horton via email or at (918) 684-7911.

## **ADDITIONAL INFORMATION:**

The most qualified applicants may be invited to interview with a panel appointed by the Chief Judge of the District Court. Applicants selected for interview will be required to travel to the designated location at their own expense.

The Court requires employees to adhere to the Code of Ethics and Conduct for Judicial Employees, which is available for review on the U.S. Courts website - [www.uscourts.gov](http://www.uscourts.gov).

*The United States Probation Office for the Eastern District of Oklahoma is an Equal Opportunity Employer and values diversity in the workplace.*