# Career Opportunity Chief U.S. Probation Officer

Classification: JSP 14 -16 (depending on qualifications)
Minimum Salary: \$108,555 (depending on qualifications)
Maximum Salary: \$170,400

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES. ONE POSITION IS AVAILABLE.

## **POSITION SUMMARY**

This position is located in the Probation Department of the U.S. District Court, Eastern District of Michigan. The employee is under the administrative direction of the Court Administrator and is directly responsible for the administration of the Probation Department.

The District has 23 district judges (includes nine senior judges) and seven magistrate judges. The Court maintains offices in Detroit (headquarters), Ann Arbor, Bay City, Flint and Port Huron. The Probation Department has a total staff of 83 (includes 56 Probation Officers). Officers are currently located in Detroit, Ann Arbor, Bay City and Flint.

#### REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Organizes the Probation Department to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers and paroles.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole 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 Probation Department including all clerical, professional, supervisory, and administrative personnel.
- Makes estimates of personnel, 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.
- Maintains liaison with the Chief Judge and other judges; makes specific recommendations
  regarding court-related criminal justice issues with particular emphasis on matters relating to
  sound sentencing 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 that encourage staff loyalty, enthusiasm, and morale.

Announcement Number: 16-22

Date Posted: November 28, 2016

Closing Date: January 9, 2017

Location: Detroit, Michigan



U.S. District Court
Eastern District of Michigan
www.miep.uscourts.gov
www.mied.uscourts.gov

Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848

E-mail application materials to "apply@mied.uscourts.gov" Subject: 16-22 Chief Probation Officer

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#### REPRESENTATIVE DUTIES AND RESPONSIBILITIES CONTINUED:

- Develops and maintains a public relations program that explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of Probation Officers or of Supervising Probation Officers.
- Performs such other functions as required by the Court.

#### **QUALIFICATIONS:**

Qualifications must be met at the time of application.

#### Required:

Successful applicants must possess substantial organizational, administrative and leadership skills.

To qualify for a position of Chief Probation Officer JSP-14, 15, or 16, a person must have a Bachelor's Degree in a related field from an accredited college or university and possess three years of specialized experience in the investigation, supervision, counseling and guidance of offenders, one of which must have been at the next lower grade level or its equivalent\*.

The three years of specialized experience is mandatory and does not permit any substitutions.

### Specialized Experience.

Progressively responsible experience, gained after completion of a Bachelor's Degree, in the <u>investigation, supervision, counseling</u> <u>and guidance of offenders in community correction or probation/pretrial programs is required</u>. Experience in police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, <u>does not</u> meet the requirements of specialized experience.

#### \*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 a person 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.

#### Preferred:

Preference will be given to candidates who possess a Master's Degree in a related field, have recently attended formal management training and/or have a demonstrated record of effective management and leadership skills.

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## Crediting of Substantial Management Experience

As mentioned above, completion of three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience must have been at or equivalent to the next lower grade level.

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 of 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.

## **PROCEDURES FOR APPLYING:**

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume (include entire professional work history) and completed application (download from the Court website) to the address at the left of page one by the closing date. Date of birth MUST be reported on the application form. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

Only those applicants selected for interview will be contacted. Travel reimbursement in connection with the final components of the selection process and/or relocation may be authorized.

### **An Equal Opportunity Employer**

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.