

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE
EASTERN DISTRICT OF ARKANSAS
Job Announcement Number: 2014-03

Position: **Deputy Chief United States Probation and Pretrial Services Officer, Type II**

Classification Level: Judiciary Salary Plan (JSP) Table 01 Salary Range:
JSP Grade 14, \$96,690 to \$125,695
JSP Grade 15, \$113,735 to \$147,857
JSP Grade 16, \$133,389 to \$165,300

Position Location: Little Rock, Arkansas

Opening Date: May 9, 2014

Closing Date: Position opened until filled. Applications received by June 19, 2014 will be given priority consideration.

The U.S. Probation and Pretrial Services Office for the Eastern District of Arkansas is an outcome based learning organization that believes and practices field based supervision in partnership with the community. We are an organization that strives to improve the lives that we serve and the safety and welfare of the community, while working collectively for a common good.

Currently, we are seeking applicants for a Type II Deputy Chief U.S. Probation and Pretrial Services Officer position. The Deputy Chief Probation Officer reports directly to the Chief Probation and Pretrial Services Officer and assists in the administration and management of the Federal probation and pretrial services within the district. The Deputy Chief is the second-in-command and therefore, must have a working knowledge of the federal judicial system.

This position will be located in Little Rock, Arkansas; however, the district covers forty-one counties and has staffed divisional offices in Jonesboro and Pine Bluff, Arkansas. District, statewide travel, and out-of-state travel are required. Irregular working hours, including weekend work, may be required to support the Court and to assist defendants/offenders.

DUTIES and RESPONSIBILITIES:

A complete position description for deputy chief is attached. . The Deputy Chief Probation and Pretrial Services Officer has a variety of duties and responsibilities that include but are not limited to the following:

- Participates in the organization and management of the office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of offenders and defendants.

- Assists the Chief Probation and Pretrial Services 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.
- 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 inventory and ordering equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing records.
- Assists in the estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- 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 services 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.

QUALIFICATION REQUIREMENTS:

To qualify for the position of Deputy Chief U.S. Probation and Pretrial Services Officer Type II at JSP 14, 15, or 16, an applicant must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent. This includes completion of a bachelor’s degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, sociology, human relations, or business, public administration or other related field. An official transcript is required from the candidate who is recommended for hire.

JSP Grade Level	Years of Specialized Experience
14	Six (6) to include one year of experience at or equivalent to a CL 29 or JSP 13
15	Seven (7), to include one year of experience at or equivalent to a CL 30 or JSP 14
16	Seven (7), to include one year of experience at or equivalent to a CL 31 or JSP 15

SPECIALIZED EXPERIENCE:

Specialized experience is progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs. Experience in closely allied fields such as education guidance counselor, social work, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal or similar position, other than any criminal investigation experience, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

EDUCATION SUBSTITUTION:

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 specialized experience; or completion of a master's degree or two years of graduate study (60 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.

Note: A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

COURT PREFERRED SKILLS, EDUCATION AND EXPERIENCE:

- Advanced degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, sociology, human relations, or business, public administration or other related field.
- Applicant must maintain a thorough knowledge of and the ability to effectively apply the national, statutory, and local policies, procedures, and administrative practices specific to Federal pretrial, presentence, and supervision programs and services.
- Applicant must demonstrate progressively, more responsible experience in: Federal correctional rehabilitation programs and services of adult defendant/offender populations, employee supervision, strategic planning, financial management, which includes contract proposals and monitoring, information technology, personnel management, agency operations, special projects management, and general administrative tasks.
- Strong verbal and writing skills are required.
- A working knowledge of Federal pretrial, presentence, and adult defendant/offender supervision policies and procedures is required, which includes the Federal monographs for each specialized unit.
- Leadership skills, good analytical skills, good judgment, and a high degree or level of integrity is critical to be successful in this position.

- Currently holds status as a probation or pretrial services officer within the United States Courts.
- Experience in budgeting and financial management (including Internal Controls and internal audits), staffing and human resources functions, long and short-range planning, and oversight of information technology.
- Display time management skills, be detailed-oriented and have the ability to handle multiple tasks simultaneously.
- The Deputy Chief will assist the Chief Probation Officer in the creation of an outcome based learning organization that taps human potential through dialogue, accountability, and personal and professional growth.

DESIRABLE PERSONAL CHARACTERISTICS:

The Eastern District of Arkansas strives to maintain and grow a productive, progressive, and positive culture, and we recruit and retain staff that promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. A successful candidate will possess the following qualities: optimistic, introspective, honest, helpful, curious, adaptable, committed, accountable, and strives to be great.

BENEFITS:

Judiciary employees serve under “Excepted Appointment” and are considered “At-Will” employees. Federal Government benefits include participation in the Federal Employees’ Retirement System (FERS), Federal Employees’ Health Benefits (FEHB), and Federal Employee’s Group Life Insurance (FEGLI). Thrift Savings Plan (similar to 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory electronic funds transfer for payment of net pay.

This position is considered a secondary law enforcement position for consideration of FERS. The incumbent, if already qualified for Law Enforcement Officer status under FERS, will retain that status.

If an out of district candidate is selected, a relocation package is available.

CONDITIONS OF EMPLOYMENT:

Applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

If the selectee is currently in a federal hazardous duty position, mandatory retirement requirements apply.

Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant’s relevant experience, education, and training.

Applicants not currently employed by federal probation who are considered for this position will undergo a full field background investigation, a credit record check, and pre-employment medical examination and drug screening as conditions of employment. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years to determine continued suitability.

Upon successful completion of the medical examination, the selectee may then be appointed provisionally, pending a favorable background investigation and Chief Judge appointment approval. The medical requirements and the essential job functions derived from the medical guidelines for this vacancy are available for public review at www.uscourts.gov.

The court requires employees to adhere to a Code of Conduct and a Charter of Excellence.

APPLICATION PROCESS:

A copy of the job vacancy announcement, position description, and AO78 Judicial Branch Federal Employment Application is located at www.arep.uscourts.gov/careers. Qualified applicants, please submit **ALL** of the following documents in order to be considered for the position:

- A letter of interest which includes a detailed narrative statement addressing specific qualifications and relevant experience that outlines your personal characteristics and management philosophy. The letter should address the knowledge, skills, and experience necessary to perform the duties of the Deputy Chief Probation and Pretrial Services Officer along with relevant examples or outcomes of your work. The letter should be no more than 4 pages, single spaced.
- Judicial Branch Federal Employment Application (AO-78)
- Resume
- Two most recent performance evaluations
- Three professional references
- Copy of transcript

It is preferred applicants submit **ALL** required documentation in a single PDF document to arepdb_humanresources@arep.uscourts.gov. Applications may also be mailed to the following address:

U.S. Probation & Pretrial Services Office
Eastern District of Arkansas
Attn: Human Resources
600 W. Capitol Avenue, Suite A-226
Little Rock, AR 72201

The Eastern District of Arkansas U.S. Probation and Pretrial Services Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice.

AN EQUAL OPPORTUNITY EMPLOYER

United States Probation and Pretrial Services Office, Eastern District of Arkansas

Position Description: Deputy Chief U.S. Probation and Pretrial Services Officer

Job Title	Type II Deputy Chief U.S. Probation and Pretrial Services Officer
Occupational Group	Professional Line (Law Enforcement)

Job Summary

The Type II Deputy Chief U.S. Probation Officer is second-in-command to the Chief U.S. Probation and Pretrial Services Officer, for the Eastern District of Arkansas. The Deputy Chief must have a working knowledge of the federal judicial system. This position must maintain a thorough knowledge of and the ability to effectively apply the national, statutory, and local policies, procedures, and administrative practices specific to federal pretrial, presentence, and supervision programs and services.

The Deputy Chief must demonstrate progressively, more responsible experience in: employee supervision; strategic and succession planning; financial management which includes contract monitoring; information technology, personnel management; agency operations; special projects management, and general administrative tasks.

This position provides leadership to formulate and to execute initiatives to achieve the goals and objectives defined for the court unit. Strong verbal and writing skills are required. Analytical ability and good judgment are critical to successfully achieve the performance expectations defined for the job.. Frequent district travel, statewide, and out-of-state travel is required. Irregular working hours, including weekend work, may be required to support the Court and to assist defendants\offenders.

Education and Professional Work Experience Requirements

A minimum of a baccalaureate degree is required in one of the following academic disciplines: public administration; business administration; psychology; counseling, social work/sociology or criminal justice. Completion of one academic year (30 semester hours or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one (1) year of specialized experience; or the completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited college or university in one of the social sciences; or a Juris Doctor (JD) degree may be substituted for two (2) years of specialized experience. An official transcript will be required from the candidate selected for hire.

The Type II Deputy Chief U.S. Probation Officer must have a minimum of six (6) years of specialized experience in the correctional rehabilitation of offenders. This position requires progressively, more responsible experience in investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs.

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Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, mental health, location monitoring, sentencing guidelines, substance abuse treatment specialists, and correctional researcher may substitute for a portion of the specialized experience requirement.

Experience as a police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. The specialized experience must be obtained after the baccalaureate degree was officially conferred.

A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience or for specialized work experience under this section.

A working knowledge of federal pretrial, pre-sentence, and adult defendant/offender supervision policies and procedures is preferred, which includes the federal monographs for each specialized unit. Leadership skills, good analytical skills, good judgment, and a high degree or level of integrity is critical to be successful in the job.

Deputy Chief U.S. Probation and Pretrial Services Officer Job Duties and Responsibilities

Assist the Chief in the creation of an outcome based learning organization that taps human potential through dialogue, collaboration, accountability, personal, and professional growth.

Assist in the development and the implementation of a strategic planning process to define goals and objectives for the agency. Identify short and long term goals, objectives, and outcomes.

Implement appropriate short and long-term planning initiatives to achieve agency goals and objectives with measurable outcomes and specific time lines for completion.

Ensure the expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers and parolees.

Critique monthly and quarterly reports to identify problems, trends, and other issues. Analyze data collected to formulate solutions to problems which includes modifications to existing and development of new policies, procedures, and/or administrative practices. May recommend dissolution or discontinuation of administrative procedures, if it is in the best interest of the court and agency operations.

Develop an assessment tool to audit or to review defendant/offender files to verify compliance with national, local, and agency policies, procedures, court-specified conditions, and administrative practices.

Provide technical assistance to the Chief U.S. Probation and Pretrial Services Officer,

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Supervisory Probation Officers, line officers, the court, court unit stakeholders, and other judicial personnel regarding client programs and services.

Responsible for project management of initiatives within the organization and jointly with other organizations.

Establish and maintain cooperative relationships with other U.S. probation and pretrial offices in other districts to assure all requests for assistance are effectively and promptly met.

Establish and maintain cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.

Represent the agency at conferences, seminars, meetings, and at other federal, state, and local entities. Serve as the liaison for the agency with local federal entities within the Eastern District of Arkansas, providers within the community, other judicial districts, and the local court family, and the public.

Assist and review budget, space allocation, expenditures, and preparation and execution of the Request for Proposal process to ensure compliance with agency policies and procedures. Evaluate the proposal process to provide an equal opportunity for all qualified providers to bid or to compete for the contract(s).

Assist and review all staffing needs and hire recommendations, and participate in the selection of employees. Provide direction, training, and evaluation of the work performed by employees who are directly and who are indirectly supervised by the incumbent.

Collect data and establish standards to assess and report work performed by staff. Provides formal and informal feedback during the evaluation rating period.

Identify staff development and educational needs for the staff. Provide direction to develop/design training modules, potential resources, and may conduct training as requested.

Perform other duties as needed and as assigned by the Chief U.S. Probation and Pretrial Services Officer.

Factor 1: Required Competencies (Knowledge, Skills, and Abilities)

Broad knowledge of the correctional rehabilitation of defendant\offender populations, through a working knowledge of federal probation and pretrial services, statutory requirements, policies, and procedures. Knowledge of and the ability to effectively apply the policies and procedures applicable to the federal judiciary monographs for pretrial, presentence, and supervision.

Knowledge of the roles, responsibilities, and relationships among the federal courts, the U.S.

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Parole Commission, the U.S. Marshall Service, the Bureau of Prisons, the U.S. Attorney's Office, the Federal Public Defender's Office, and other organizations. The Deputy Chief must effectively communicate orally and in writing. This position will provide appropriate technical assistance through interpretation and implementation of policies and procedures, consultation, and training.

Skill and ability is needed to design an assessment instrument to evaluate compliance with programs and services, for quality control and assurance purposes. An assessment tool may include development of an interview questionnaire to collect data from defendants\offenders. The Deputy Chief will interview persons with various backgrounds, their families, and others in the community to obtain information. This position must have the ability to discern deception and to act accordingly.

Judgment and Ethics

Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including judicial officers, attorneys, law enforcement and collateral agency personnel at different government levels, community service providers, and defendants\offenders and their families/support systems, and others for the purpose of supervision and investigation.

Information Technology and Automation

Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.

Factor 2: Primary Job Focus and Scope

The incumbent will develop new and modify existing programs and services to minimize danger to officers and to the community, reduce incarceration and recidivism, and strengthen the overall effectiveness of programs and services. The programs and services managed by the incumbent aids the judicial officers in making decisions concerning the defendant\offender, family members, employers, and others in the defendant's\offender's community.

Society benefits from successful supervision by saving the cost of incarceration. Administrative oversight of allocated resources establishes and maintains a cost-effective service delivery

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system, which maximizes agency productivity. Often the defendant or offender completes the conditions of supervision, and becomes a productive member of the community.

Factor 3: Complexity and Decision Making

The Deputy Chief must be familiar with other entities within the Eastern District of Arkansas, as well as with other districts. A working knowledge of available treatment programs and services is essential to support decisions, and to exercise good judgement in placement decisions. Determining the effectiveness of programs, in conjunction with other professional personnel is also difficult.

Effective supervision of a diverse unit staff, and oversight of defendant\offender populations with varying backgrounds and cultures, is challenging and occasionally daunting. Management of defendants\offenders with specialized needs is in itself complex and often controversial. Deciding that a special approach is needed, often over the protests of the defendant, and referring to an appropriate program is difficult. Program and service delivery effectiveness balanced with other requirements is also difficult. Staying abreast of developments in a specialized area(s) increases the responsibility, and consequently the complexity of the job

Factor 4A: Interactions with Judiciary Contacts

The primary judiciary contacts are other probation/pretrial services staff, judicial officers, peers in the field of specialization, staff of other court units, the Administrative Office's General Counsel, and the United States Sentencing Commission for purpose of conducting research and investigations and maintaining accurate and up-to-date information in case files. Regular contact with judges and other court personnel is needed to gather information, as well as to provide consultation concerning specialized programs and services. The incumbent is the liaison with the Administrative Office of the U. S. Courts on specific administrative tasks or as directed by the Chief U.S. Probation and Pretrial Services Officer.

Factor 4B: Interactions with External Contacts

The primary external contacts are offenders/defendants and their families, other government agencies, U.S. Attorney's Office, Federal Public Defender's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating defendant's\offenders' backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and similar activities. Periodic contact with providers is necessary to ensure that service delivery quality for defendants and offenders is maintained, and to provide technical assistance to agency personnel.

Factor 5: Work Environment and Physical Demands

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This position is assigned to the office. Field visits to defendants\offenders and the families of defendants\offenders may be necessary, which will involve travel to areas known for high crime and violence. Intermittent interaction with special needs offenders, such as those with mental or substance abuse problems, may expose the incumbent to potential danger.