

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE
EASTERN DISTRICT OF ARKANSAS
Job Announcement Number: 2016-02

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

Classification Level: Judiciary Salary Plan (JSP) Table 01 Salary Range:
Grade 14, \$99,785 to \$129,723
Grade 15, \$117,376 to \$153,593
Grade 16, \$137,659 to \$170,400

Position Location: Little Rock, Arkansas

Opening Date: April 19, 2016

Closing Date: Position opened until filled. Applications received by May 20, 2016, 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.

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 serves in the Chief's capacity during absences of the Chief. A strong collaborative relationship is required. The Deputy Chief will assist the Chief Probation Officer to lead an outcome based learning organization that taps human potential through dialogue, accountability, and personal and professional growth.

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 is required. Irregular working hours, including weekend work, is required to support the Court and to assist defendants/offenders.

DUTIES & RESPONSIBILITIES:

A complete position description for deputy chief is available. 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 policies, procedures, and best practices 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.
- Collaborates with key IT staff to increase agency's effectiveness through technology. Assists in planning for future technology needs and coordinates these plans with anticipated workload trends that best serves the interest of the district.
- Identifies training needs within the district and responsible for staff development.
- 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 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 program. 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.
- Direct management experience in developing, implementing and administering comprehensive results-oriented, evidence-based programs, practices and policies for post-conviction offenders under probation or supervised release.
- Leadership skills, good analytical skills, good judgment, and a high degree or level of integrity is critical to be successful in this position.
- Previous supervisory/management/leadership experience, education, or training relevant to U.S. Probation Office operations.
- 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 and projects simultaneously.

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. A successful candidate will possess the following qualities: optimistic, honest, helpful, curious, adaptable, committed, accountable, and strives to be great. Successful candidates must be leaders and motivators; must be highly organized; must possess tact, good judgment, poise and initiative; and maintain a professional appearance and demeanor at all times. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Must be flexible and conscientious and detail and accuracy. Must be able to balance the demands of varying workload responsibilities and deadlines.

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, 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 may be available at the discretion of the Court.

MAXIMUM ENTRY AGE:

In order to be included under federal law enforcement officer provisions, an individual would have to meet “maximum entry age provisions as follows”: First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment.

For an applicant with previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees’ Retirement System and 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. For example, for a candidate with five years of creditable previous law enforcement experience, the maximum entry age would be 42.

REQUIRED CLEARANCES:

As a condition of employment, the selectee must have completed a successful background investigation, which is required for employment. Reinvestigations are conducted every 5 years. The incumbent will undergo random drug screening throughout the term of employment. The incumbent, as deemed necessary by management for reasonable cause, also may be subject to subsequent fitness-for-duty evaluations.

APPLICATION PROCESS:

Applicants must be citizens of the United States of American or be eligible to work in the United States.

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, should submit the following documents in order to be considered for the position:

- A letter of interest, no more than 3 pages, single spaced, outlining the candidate's management philosophy and relevant knowledge, skills, and experiences that will assist them in performance of the duties of the Deputy Chief Probation and Pretrial Services Officer. Provide specific examples in four main areas:
 - Communication, staff development, project management, and accountability
- Judicial Branch Federal Employment Application (AO-78)
- Resume
- Two most recent performance evaluations
- Three professional references
- Copy of transcript

It is preferred applicants submit the 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

Interviews will be granted to the most qualified candidates. The U.S. Probation Office is not authorized to reimburse candidates for interview expenses. Relocation expenses or a recruitment bonus may be reimbursed at the discretion of the Court.

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.

The U.S. Probation Office is an Equal Opportunity Employer.

All court employees, including U.S. Probation Officers, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).