



## **JOB OPPORTUNITY**

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***Announcement Number:*** 19-07

***Position Title:*** CHIEF UNITED STATES PROBATION OFFICER

***Salary Range:*** JSP 15-17

***Position Location:*** NEW HAVEN, CT

***Opening Date:*** OCTOBER 25, 2019

***Closing Date:*** DECEMBER 24, 2019

\*Starting salary is set considering human resource policies, qualifications, experience, and applicant's current salary or federal pay grade.

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The United States District Court for the District of Connecticut is seeking a qualified individual for the position of Chief Probation Officer. The Chief Probation Officer manages the statutory duties of the position and oversees the administrative activities of the United States Probation and Pretrial Services. The Chief Probation Officer is a court unit executive who operates under the direction of the Chief Judge and the Court. The United States District Court consists of eight active judges, six senior judges, and five magistrate judges. Travel is required.

Representative Duties: The Chief Probation Officer performs duties and responsibilities which include, but are not limited to the following:

1. 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.
2. Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation, parole, and supervised release services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
3. Maintains administrative liaison with the court 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. Ensures all reports submitted to the court by the probation office are thorough, accurate, and timely.
4. Selects and recommends candidates for appointment as probation officers to the court; appoints all non-officer personnel; keeps the court informed of personnel matters including promotions, disciplinary actions, grievances, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
  5. Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
  6. Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
  7. Makes estimates of personnel, space allocation, and operating allowance needs; prepares an annual budget; 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.
  8. Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
  9. 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.
  10. Professionally develops managers utilizing evidence-based business management principles utilizing the Federal Judicial Center and private sector resources.
  11. Fosters a diverse and inclusive work environment and maintains a culture dedicated to understanding, accepting, and celebrating staff differences.
  12. Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with emphasis on matters relating to sound sentencing and supervision practices.
  13. 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.
  14. 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.
  15. Participates in public relations programs that explain probation, supervised release, and pretrial and other correctional services to the community; assumes responsibility for communication to the news media.
  16. Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
  17. Performs related duties as required by the court.

Qualifications: To qualify for the position of Chief United States Probation Officer at the JSP-15, 16, or 17, a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience. Completion of three years in a position 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.

Specialized Experience: Progressively responsible experience in the investigation, supervision, counseling, and guidance of persons in community correction programs is required. Experience as a 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 provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes personnel management, financial management, space and facilities management, oversight of the information technology and human resources functions including diversity and inclusion initiatives, cultural competency knowledge, bias mitigation strategies, and strategic planning. A person employed as a Supervising U.S. Probation Officer is considered to have substantial management experience.

Preferred Qualifications:

1. A master's degree or higher degree in a closely related field received from an accredited university.
2. More than five years' experience as a U.S. Probation or Pretrial Services Officer with experience in U.S. Probation and Pretrial Supervision and Bail and Presentence Investigation Officer.
3. More than four years management experience within the U.S. Probation and Pretrial Services system.
4. Knowledge of the U.S. Sentencing Guidelines, U.S. Probation and Pretrial Services supervision policies, and applicable statutes.
5. Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
6. Experience with Evidence Based Practices and re-entry initiatives in a professional community-based corrections environment.
7. Possess all training related to the procurement and/or procurement contracting officer (Levels 1, 2, and 3), as part of the Administrative Office's Contracting Officers' Certification Program (COCP) or its equivalent. Completion of Federal Appropriations Law training. Please provide appropriate documentation.
8. Bilingual

Desirable Personal Characteristics: Successful candidates must be adept 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. Ability to meet with the public, work harmoniously with others, and communicate effectively, both orally and in writing are required. Candidates must be flexible, timely, and conscientious about detail and accuracy.

Benefits: Full-time employees of United States Probation and Pretrial Services are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits,

long-term care insurance, 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation and Pretrial Services for the District of Connecticut currently offers a flexible work schedule program.

Conditions of Employment: There is no “maximum entry age” for this position; however, in order to be included under federal law enforcement officer retirement provisions, an individual must have been appointed to a federal law enforcement officer position prior to their 37<sup>th</sup> birthday. The selected candidate may undergo a full OPM background investigation, a medical examination, and drug screening. The selected candidate will be subject to credit, criminal history, and department of motor vehicle checks. Additionally, the incumbent will be subject to random drug screening and updated background investigations every five years. Applicants must be a United States citizen and meet age and physical standards established by provisions for law enforcement personnel. Employees are required to use the Electronic Fund Transfer (EFT) for payroll direct deposit. Travel and relocation expenses may be reimbursed.

### Application Information

Qualified applicants must submit the following:

- A letter of application that addresses each of the seven preferred qualifications. Letters must not exceed five pages. If applicable, please provide documentation for Preferred Qualification #7.
- A complete and signed Federal Judicial Branch Application for Employment ([AO-78](#)). This application is available at <http://www.uscourts.gov>. Click on Court Forms. If applicable or needed, please feel free to provide more than 10 years of prior experience.
- Two recent performance evaluations. If performance evaluations are not available, please provide an explanation.

Applicants must also submit the following written Quality Ranking Factor of no more than three pages:

**Please describe your leadership journey. Describe one challenge you faced leading and managing an organization/department/unit? How did you navigate that challenge? What challenges are faced and what benefits are derived in a diverse and inclusive organization? How do you incorporate diversity and inclusion in day-to-day operations?**

Application packages should be marked “confidential” and mailed or hand delivered to:

Andrea Perce  
Human Resources Manager  
United States District Court and United States Probation Office  
141 Church Street  
New Haven, CT 06510

or emailed to: [andrea\\_perce@ctd.uscourts.gov](mailto:andrea_perce@ctd.uscourts.gov)

Applications must be received by the closing date of December 24, 2019. Only complete application packages will be considered. For questions, call 203-773-5497.

Employment with United States Probation and Pretrial Services for the District of Connecticut is considered “at will.” A complete position description is posted in the United States Probation Office for the District of Connecticut. Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District Court for the District of Connecticut.