



Position Announcement #14 -01
February 5, 2014

UNITED STATES PROBATION OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS

VACANCY ANNOUNCEMENT

Position: **DEPUTY CHIEF PROBATION OFFICER, TYPE II**

Classification Level: Starting salary, dependent on qualifications
Judicial Salary Plan (JSP) 14-16
(\$107,016 - \$167,000)

Term of Employment: Full-Time, Permanent

Position Location: United States Probation Office
55 E. Monroe Street
Chicago, Illinois 60603

Closing Date: March 3, 2014

The U. S. Probation Office in the Northern District of Illinois is a career organization focused on providing exceptional service to the court, members of the legal community and the general public.

Currently, we are seeking applicants for a **Deputy Chief U. S. Probation Officer** position. The Deputy Chief Probation Officer reports directly to and assists the Chief Probation Officer in the administration and management of the federal probation and parole services. The Deputy Chief is the “alter ego” of the Chief and as such, a strong collaborative relationship is required.

The duties and responsibilities of this position may include overseeing Budget and Procurement, Human Resources, and other administrative departments to be determined. In addition, the individual selected will be assigned direct supervision of either the PSI or Supervision Division. He/She will maintain the policies and procedures necessary to ensure a high level of service delivery. Additional occupational information is listed below:

Occupational Information:

A Deputy Chief Probation Officer Type II performs duties and responsibilities such as 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 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 estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Assists in the reviews of all budget transactions, including proposed changes, procurement obligations, preparation of suggested agency spending plan, and reprogramming decisions.
- Assists in the review of program spending status and impact of spending on program decisions for the balance of the fiscal year.
- Assists in establishing and maintaining cooperative relationships with other U.S. probation offices 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 which encourage staff loyalty, enthusiasm, and morale.
- Identifies training needs within the district.
- Participates in public relations which 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 officer or supervising probation officer.
- Performs related duties as required by the chief probation officer and the court.

In addition to the above Type II responsibilities, the Deputy also performs all unit executive duties in the absence of the executive.

Qualification Requirements:

To qualify for a position of Deputy Chief U. S. Probation Officer Type II, an applicant must possess the following years of specialized experience, one of which must have been at the next lower grade of 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.

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 evidence-based community corrections or pretrial programs.

Court Preferred Skills, Education and Experience:

- An advanced degree in the fields listed previously under *Qualification Requirements* is preferred.
- Possess at least 2 years of experience in supervising professional staff.
- Experience in budgeting and financial management (including Internal Controls and internal audits), staff and human resources functions, long and short-range planning, and oversight of information technology.
- Possess excellent problem-solving skills and interpersonal skills.
- Currently holds status as a supervisory probation or pretrial services officer, or higher, within the United States Courts.
- Previous supervisory/management/leadership experience, education, or training relevant to the U.S. Probation Office.
- Excellent oral and written communication skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner.
- Must have time management skills, be detailed-oriented and have the ability to handle multiple tasks simultaneously.

Benefits:

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees

Conditions of Employment:

Applicants 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.

Prior to appointment, the selectee considered for the position will undergo medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then

be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and essential job functions derived from the medical guidelines for probation officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

Maximum Entry Age for Law Enforcement Retirement Coverage:

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under CSRS or FERS and who have either a subsequent break in service or intervening service in a non-law enforcement position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirements.

Application Process:

Qualified applicants must submit **ALL** of the following documents:

- 1) A current detailed resume;
- 2) A letter of interest of no more than two pages, which includes a detailed narrative statement which addresses specific qualifications, skills and relevant experience that outlines your personal management philosophy and addresses the knowledge, skills and experience necessary to perform the duties of the position;
- 3) Judicial Branch Federal Employment application (AO-78), which is available from the U.S. Courts website: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>
- 4) Three professional references.

You must submit all required documents to be considered for this opportunity; incomplete packets will not be considered.

Mail application packet to: **U. S. Probation Office
Attn: Human Resources
55 E. Monroe, Suite 1500
Chicago, IL 60603**

OR you may submit electronically via email to: human_r_ilnp@ilnp.uscourts.gov

The U. S. Probation Office is not authorized to reimburse candidates for interview or relocations expenses.

The U.S. Probation Office has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written or other notice.

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