



U.S. Probation & Pretrial Services District of Maine

VACANCY ANNOUNCEMENT

Announcement Number: MEP-16-04
Position: Deputy Chief Probation Officer, Type II
Salary Range: JSP 14 (Bangor \$99,785 – \$129,723)
(Portland \$109,245 - \$142,021)
JSP 15 (Bangor \$117,376 - \$152,593)
(Portland \$128,503 – \$160,300)
Position Location: Portland or Bangor, Maine
Opening Date: **Monday, September 12, 2016**
Closing Date: **Friday, September 30, 2016**

Area of Consideration: **This position is open to current U.S. Probation Officers and U.S. Pretrial Services Officers.**

Position Overview

The Deputy Chief Probation Officer assists the Chief Probation Officer in all areas of the administration and management of the U.S. Probation & Pretrial Services Office in the District of Maine. The Deputy Chief oversees the day-to-day operations of the district. This position is a high-level management position and is second in command and the “alter ego” of the Chief U.S. Probation Officer, and is delegated to act as Chief in her absence.

Duties and Responsibilities

- Directly and indirectly manage and supervise all staff.
- Assist in providing executive leadership, management and supervision for all operations of the office.
- Assume the duties of the Chief Probation Officer in her absence.
- Assist in ensuring statutes, monographs, guidelines, case law, and rules pertaining of federal defendants and offenders are applied and adhered to appropriately.
- Monitor the supervision of services provided to defendants and offenders.
- Conduct special investigations and prepare reports.

- Assist in formulating, implementing, monitoring, and modifying organizational policy involving collaboration with judges and other court personnel.
- Assist in the development and implementation of the performance appraisal system.
- Assist in participating and collaborating in the establishment and development of judiciary-wide policies.
- Assist in developing and executing strategic plans.
- Interpret and apply the appropriate court statutes, rules, and operating procedures.
- Interpret and apply the Guide to Judiciary Policies and Procedures.
- Assist in developing, managing and monitoring all staff training programs to ensure compliance with minimum standards.
- Implement and ensure compliance with the officer integrity program, background investigations, re-investigations, random drug testing, and medical standards.
- Travel to divisional office to assess and evaluate activities among offices.
- Ensure officers and staff are fit for duty and adhere to the Code of Conduct for Judicial Employees.
- Assist in setting measurable standards and expectations to ensure consistent implementation of the policies and procedures among divisional offices.
- Promote and encourage involvement in public outreach programs through public speaking, job fairs, public education, and internships.
- Assist in developing, implementing and enforcing policies and practices to secure staff and physical assets of the court unit, which may include: procurement of services and goods; human resources and training, recruiting, hiring and firing processes; information technology policy, planning and implementation; emergency preparedness and disaster recovery activities; property management including GSA fleet vehicles; space and facilities needs for the court unit; and public relations for the court unit.
- Assist in developing, administering, executing, and monitoring the budget.
- Assist in certifying financial transactions of the office.
- Work with the AO, U.S. Parole Commission, U.S. Sentencing Commission, FJC, federal courts, and other governmental agencies having business before the court.
- Ensure proper statistical reporting to the AO.
- Provide subject matter expertise for judicial committees and judges' meetings.
- May be asked to perform other duties by the Chief Probation Officer

Qualifications

To qualify for the position of Deputy Chief Probation Officer Type II, at JSP-14 or JSP-15, a person must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent. For placement at the JSP-14 Level, the applicant must have experience at the JSP-13 or CPS CL 29 Level. For placement at the JSP-15 Level, the applicant must have experience at the JSP-14 or CPS CL 30 Level.

JSP Grade Level	Years of Specialized Experience
14	6
15	7

The minimum requirement for this position is five years of experience as a CL 28 Probation/Pretrial Services Officer within the United States Courts. For applicants not meeting the minimum requirements, the placement level would be JSP-13 Level (Bangor \$84,443 - \$109,781) (Portland \$92,448 - \$120,187).

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community corrections or pretrial programs is required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of the specialized experience. 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.

Educational Substitutions

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 the 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 which 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.

Preferred Education & Experience

To qualify for the Deputy Chief position, candidates must have a bachelor's degree. An advanced degree or Juris Doctor is preferred.

Previous management/leadership experience, education, or training relevant to U.S. Probation & Pretrial Services operations, with substantial knowledge of and experience in the operations and management of supervision and court services, including policies and procedures.

Excellent analytical and writing skills, including the ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.

Excellent organizational leadership and management skills. Extensive knowledge of federal judiciary policies and procedures, U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure. Current knowledge of evidence-based and re-entry practices, including relevant research and emerging trends, which clearly link to current and future operations and policies.

Desirable Qualifications

The successful candidate will be a leader and motivator; will be passionate about the work and mission of the Probation & Pretrial Services Office and national system; will be highly organized; possess maturity, tact, good judgment, poise, and initiative. The demonstrated ability to work effectively with the public, partner agencies and staff, and communicate effectively (verbal and written) is required. The successful candidate will be flexible and conscientious about detail and accuracy, and be able to balance the demands of varying workload responsibilities and deadlines without sacrificing quality. The successful candidate will also have a deep respect for and commitment to the work of the court, as well as the ability to work collegially with the other court units and members of the management teams.

Application Procedure

Qualified applicants should submit:

1. Cover letter highlighting:
 - a. specific skills and experience they would bring to the position;
 - b. specific plan for integrating into the current organizational structure; and
 - c. one short-term and one long-term goal as Deputy Chief;
2. Detailed resume; and
3. Written discussion outlined below

prior to close of business on **Friday, September 30, 2016, 2016**. All documents should be combined and emailed as one PDF attachment. Please enter "Deputy Chief" in the email subject line. Send via email to:

Karen_Moody@mep.uscourts.gov

Written Discussion:

Qualified applicants must possess the Core Competencies for a Deputy Chief as outlined by the Federal Judicial Center (enumerated below). Applicants must pick any two of the competencies and discuss, specifically, how they have applied these competencies in their current position.

- **Thinks Analytically** - Works to understand complex situations, issues, and problems by breaking them down into smaller pieces. Follows a step-by-step approach to determine implications or consequences that might occur. Reworks, as appropriate, using a systematic process.
- **Fosters Information Sharing** - Ensures the free flow of timely, accurate information throughout the organization and interacts effectively with all internal and external stakeholders. Works to create open channels of communication and information flow to achieve the organization/court's goals. Empowers employees to be responsible for information control. Focuses information on serving the needs of all court stakeholders.
- **Drives Organizational Excellence** - Works to meet stakeholder needs and to achieve organizational/court goals. Sets and maintains high levels of individual and organizational performance and creates a climate that motivates and empowers employees to achieve organizational/court goals.
- **Develops & Executes Strategic Plans** - Uses planning methods to assess work opportunities and barriers. Develops short and long-range plans to meet the organization/court's mission, values, goals and strategies. Thinks through the implications of decisions and actions on people, organizational components, stakeholders and clients.
- **Builds Effective External Relationships** - Builds trust and understanding through networking and developing partnerships. Establishes and maintains working relationships with court units across the judiciary and with other external stakeholders. Manages relationships that result in mutual benefit for each agency and all individuals involved.
- **Shows Managerial Courage** - Confronts problems early on, drives hard on difficult issues, and takes a firm stand in the face of controversy. Shows willingness to engage and act when personally at risk.
- **Thinks with the Big Picture in Mind** - Stays in touch with emerging needs and potential future standards. Conceptualizes and clarifies all of the forces (events, entities, and people) that are affecting, or are being affected by, the situation at hand.

- **Manages Resources Effectively** - Identifies, aligns, and optimizes resources (people, technology, facilities, time and money) to meet organizational/court goals. Creates an environment that encourages staff to work smarter and to achieve quality-based outcomes.

Interviews of selected candidates will be held in Portland. The interview and selection process will place an emphasis on collaboration, interpersonal skills, professional accomplishments, contributions to the district and/or national system, and a commitment to organizational goals emphasizing high professional standards, proficiency and ethical behavior.

The U.S. Probation & Pretrial Services Office is an Equal Opportunity Employer