

## Come join our team...

U. S. District Court – U.S. Probation Office  
Northern District of Florida

### Vacancy Announcement 22-02

**Position:** Supervising U. S. Probation Officer

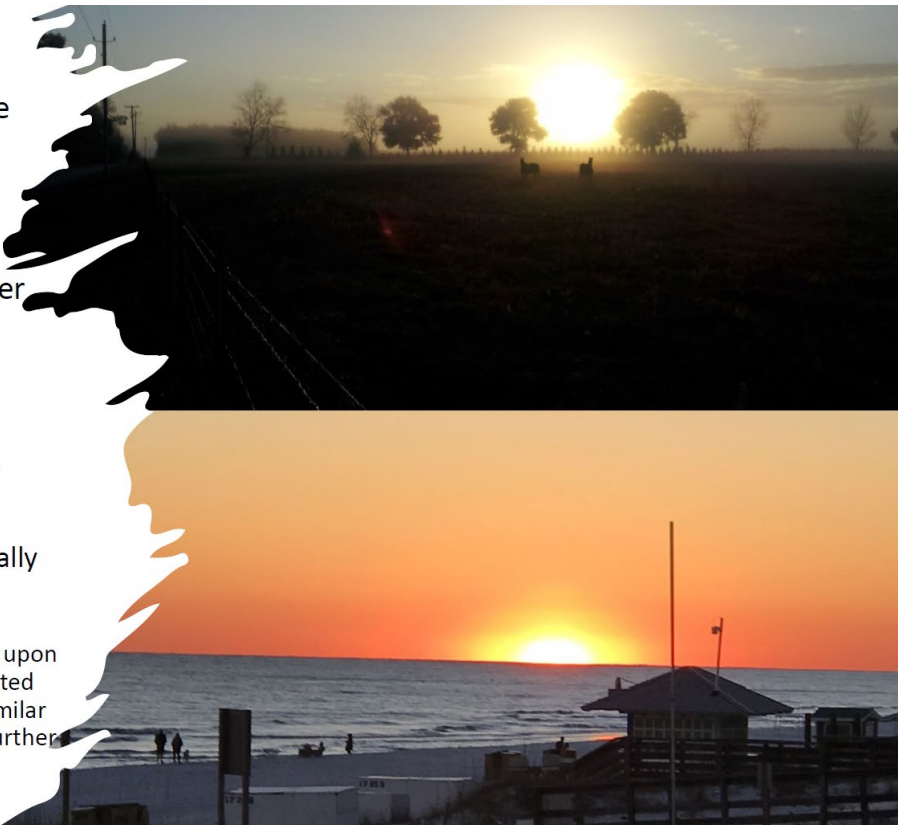
### Full-time/permanent appointment

Opens: 5/18/2022 – Closes: 6/3/2022

Location: Tallahassee Division

Salary Range\*: \$89,210 - \$144,986/annually  
Court Personnel System CL 29 - CL 30

\*Starting classification level and salary dependent upon education, experience, and qualifications. Selected applicant will be promoted within the same or similar classification to full target grade (CL 30) without further competition.



**District Summary:** The Northern District of Florida is a combined probation and pretrial services district serving a largely rural 23 county area in the panhandle of Florida. Our headquarters is in Pensacola, with four division offices located in Pensacola, Panama City, Tallahassee, and Gainesville. We are an outcome-based organization working in partnership with the community to improve the lives that we serve and the safety and welfare of the community, while providing exceptional service to the court, the legal community, and the public. We are also a learning organization which encourages staff to explore opportunities for meaningful personal, professional, and organizational growth. We believe that leadership is a shared responsibility of all team members. We encourage creativity in problem solving and encourage all staff members to lead from where they stand.

**Position Overview:** Supervisory probation officers are members of the management team reporting directly to the Deputy Chief Probation Officer. The incumbent will be expected to perform a full range of high-level functional and supervisory work which encompasses the investigation and supervision of offenders/defendants. Specifically, supervisory probation officers are responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined within either presentence or supervision units. The incumbent will assist the probation office in its continued efforts of creating an outcome-based learning organization that taps human potential through dialogue, accountability, innovative ideas, and personal and professional growth.

Supervisory probation officers are considered hazardous duty, which might require irregular working hours, to include nights, weekends, and holidays.

### **Representative Duties**

(Please see attached Supervisory Probation Officer Description for a listing of potential duties.)

**Desirable Personal Characteristics:**

The Northern District of Florida strives to maintain and grow a productive, progressive, and positive culture. 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, and accountable. Successful candidates must be highly organized; must possess tact, good judgment, poise, and initiative; and always maintain a professional appearance and demeanor. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Must be flexible and conscientious. Must be able to balance the demands of varying workload responsibilities and deadlines.

**Preferred Skills & Experience:**

- Communicate effectively and foster information sharing
- Possess extensive knowledge of management principles, practices, and techniques.
- Use creativity and innovation to support and improve the work process
- Excellent writing and verbal communication skills in English
- Excellent organizational skills
- Ability to deal with multiple demands in a fast-paced environment
- Experience with project management and the ability to oversee, and complete multiple projects simultaneously with limited supervision.
- Ability to exercise mature judgment
- Demonstrated computer skills (Windows & Microsoft environment)
- Specialized knowledge of all disciplines within probation/pretrial (i.e. presentence, post-conviction, and pretrial services.)

**Qualifications:**

To qualify for a supervisor position, an individual must meet the job qualification standards applicable to position for the highest level of work effectively supervised (or in the case of a supervised unit involving more than one type of work having differing job qualification standards, the job qualifications standards applicable to one of the types of work, provided that the type of work constitutes a substantial portion of the work of the unit and is not more than one level below the highest level of work effectively supervised). In addition, the specialized work must have included:

- (1) Progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgement, and (c) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved; and
- (2) At least one year of experience at or equivalent to the next level below the level of the position for which the individual is being considered.

**Placement at CL 29:**

Required Education: Bachelor's Degree

Required Experience: Three years specialized experience, including at least one year as a CL 28 probation/pretrial services officer in the U. S. Courts.

**Placement at CL 30:**

Required Education: Bachelor's Degree

Required Experience: Three years specialized experience, including at least one year as a CL 29 probation/pretrial services officer in the U. S. Courts.

**Specialized Experience:** Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in

substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**Educational Substitutions:** Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position 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 a field of study closely related to the position or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

**Application Process:**

- **ALL** qualification requirements must be met when application packet is filed.
- Qualified applicants will be screened and selected based on experience, education, and training.
- You must submit all required documents to be considered for this opportunity; incomplete packets will not be considered.
- Qualified applicants must submit **ALL** the following documents (please submit **only** requested documents):
  - A current detailed resume and letter of interest.
  - Provide a detailed narrative statement which addresses **BOTH** of the following statements/questions:
    - Address the knowledge, skills, and experience necessary to perform the duties of Supervising U. S. Probation Officer. Include specific qualifications, relevant skills, knowledge, and strengths you will bring to this role which makes you the best choice for the position.
    - Explain how you envision running your unit and an office. Include how you would address morale, create a healthy work environment, and address any performance deficiencies while handling your day to day work requirements.
  - The narrative statement should not exceed 7 double-spaced (font size 12) typed pages.
  - All requested materials must be received by close of business (5 p.m. central time) on June 3, 2022.

**Submit packet electronically via email (in a single (one) PDF document) to:** karen\_cooke@flnp.uscourts.gov

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

The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in the same or a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

## **U. S. PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER**

All court employees 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. Judiciary employees are "at will" employees.

<b>Job Title</b>	Supervisory Probation/Pretrial Services Officer	CL-**
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### Job Summary

The Supervisory Probation/Pretrial Services Officer performs supervisory work related to the full range of probation or pretrial services officer law enforcement duties. The Supervisory Probation/Pretrial Services Officer primarily directs law enforcement officers assigned to the monitoring, investigation, and supervision of offenders/defendants. The incumbent also supervises certain technical and administrative staff.

### Representative Duties

- Supervise professional law enforcement, technical, and support staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions. Confer regularly with staff to provide direction and assistance in case situations and with general operational procedures. Receive, prioritize, and assign work to staff, ensuring that work is assigned fairly and equitably. Monitor time and attendance and evaluate and approve leave requests. Provide training and orientation for new staff members. Serve as a resource for officers and other staff to assist with performing work successfully and efficiently. Develop and implement training programs for officers and staff. Make recommendations regarding new hires, personnel actions, and terminations.
- Review and edit written work, including case plans, correspondence, and reports submitted to the court. Ensure that recommendations made by officers to the court adhere to local and national policy and guidelines. Ensure adequate coverage for office activities, court appearances, etc. Conduct audits and reviews of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Develop recommendations and advise the court on appropriate issues. Assist senior managers in the formulation and modification of office management policies. Assist in monitoring the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring that contract terms are met, and related activities.
- Communicate and respond to management requests regarding case operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising offenders/defendants.

### Competencies (Knowledge, Skills, and Abilities)

- Demonstrate knowledge of the roles and functions of the federal probation and/or pretrial services office, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Display knowledge of the roles, responsibilities, and relationships among the state and federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorneys Office, Federal Public Defender's Office, and other organizations. Exhibit an understanding of how other judicial processes and procedures relate to officers' roles and responsibilities.
- Display knowledge of federal law and the criminal justice system particularly as it relates to federal probation, pretrial services, and parole policies and procedures. Demonstrate knowledge of surrounding communities and available community resources. Display skill in investigative techniques and in investigating offenders'/defendants' backgrounds, activities, and finances, and determining the legitimacy of their income. Exhibit an understanding of the *Bail Reform Act*, sentencing guidelines, statutes, *Federal Rules of Criminal Procedure*, applicable case law and changes in the law.
- Demonstrate skill in analyzing and summarizing legal concepts and issues, legal reasoning,

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and critical thinking. Display skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Exhibit skill in counseling offenders/defendants to maintain compliance to conditions of their release. Display skill in evaluating and applying sentencing guidelines. Demonstrate the ability to follow safety procedures. Demonstrate the ability to discern deception and act accordingly.

- Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem solving skills when managing conflicts in the workplace.
- Display the ability to effectively represent the probation/pretrial services unit among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.
- Demonstrate skill in the use of automated equipment, including word processing, spreadsheet, database applications, and applicable automated systems, websites, and other computer-based systems used by the court. Display the ability to manage new local and national applications. Use computer software, internet, and automated systems to perform record checks, track detection test results, conduct research, compile criminal history information, and complete similar activities.

\*\*Classification Level (CL) to be assigned by court unit based on established rules for classifying supervisory/managerial positions. See the *Human Resources Manual*, Chapter [2.5 Classifying Supervisory/Managerial Positions](#).