

U.S. Probation Northern District of Florida

Vacancy Announcement 25-03

Supervisory U.S. Probation Officer



Gainesville, Florida

www.flnp.uscourts.gov



Position Details

Starting Salary Range:

\$84,284 - \$137,032 (CL-29)

\$99,611 - \$161,910 (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.*

Closing Date:

Open until 7/31/2025

The United States Probation for the Northern District of Florida is seeking applicants for a full-time Supervisory U.S. Probation Officer in our Gainesville office. 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 divisional offices located in Pensacola, Panama City, Tallahassee, and Gainesville. We are an outcome-based organization working in 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.

Position Duties & Responsibilities:

A Supervisory U.S. Probation Officer performs duties and responsibilities such as, but not limited to, the following:

- Assigns and schedules all investigative and case supervision work to officer and officer assistants in the unit.
- Reviews and evaluates all investigative and supervision work in the unit to include evaluating reports, case records, and correspondence to ensure service delivery and adherence to existing policies, procedures, and guidelines.
- Confers regularly with officers and officer assistants; provides direction and assistance toward improving investigative, supervision and writing skills. Assists officers and officer assistants in meeting the needs of offenders with complex problems and circumstances, provides leadership in the development of sentencing alternatives, utilization of community resources, and application of professionally sound case management principles.
- Determines the adjustment of offenders under supervision in consultation with the assigned officer or officer assistant; assists in decision making for recommendations for termination or modification of supervision, and release revocation.
- Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences, and increasing levels of responsibility in assignments.
- Assumes responsibility for case handling of emergency situations.
- Conducts unit staff meetings to identify performance and operational problems, and to develop appropriate Solutions.
- Evaluates the performance and professional development of officers and officer assistants in the unit on a systematic and regular basis.

- Responsible for staff relationships and morale within the unit, encouraging loyalty and enthusiasm; maintains a supportive atmosphere for staff utilization of management personnel and resources.
- Serves as a major communication catalyst and link between the line staff and the administration, assuring implementation of administrative direction while concurrently providing information to the Chief Probation Officer for future administrative action.
- Participates with the Chief Probation Officer and other administrative staff toward the development of programs and policies to increase the effectiveness of the office.
- Develops understanding and cooperative relationships with other law enforcement and community service agencies.
- Supervises field travel to include review and approval of all travel vouchers of officers and officer assistants within the unit.
- Maintains the Leave Tracking Program for officers and officer assistants in the unit. Manages employee leave requests and timesheet submission to ensure compliance with time and attendance policies and procedures.

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.

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.

Desirable Personal Characteristics:

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 officer, 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.

Benefits:

Employees of the U.S. Probation Office are not classified under Civil Service but are entitled to many of the same benefits. These benefits include:

- 13 paid vacation days each year for the first three years of employment, thereafter, up to 26 days each year and paid sick leave.
- Participation in the Federal Employees Retirement System and/or Civil Service Retirement System, life insurance options, Thrift Savings Plan and Social Security
- Participation in the Federal Health Insurance Program
- 11 paid holidays each year
- Excellent opportunities for within grade salary increases and grade increases based upon performance

Application Process:

- **ALL** qualification requirements must be met when application 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
 - A narrative of how you would transition to the position, the leadership style(s) you would use to strengthen the unit, and how you envision your role in the district (three page limit).
 - Judicial Branch Federal Employment application (AO-78), which is available at: [Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](https://uscourts.gov/application-for-judicial-branch-federal-employment) (If you are reapplying, please ensure that you use the most current version of the application, revised 5/2024. Forms dated prior to 5/2024 will not be accepted.)
 - All requested materials must be received by close of business (4 p.m. central time) on July 31, 2025.

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

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

As a condition of employment, the selected candidate must complete a background check investigation, including an FBI fingerprint check.

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

U. S. PROBATION 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. Judiciary employees are “at will” employees. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 USC 3602(a).