



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF FLORIDA

### CAREER OPPORTUNITY Announcement #2024-05

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<b>Position:</b>	<b>Chief United States Probation Officer</b>
<b>Location:</b>	<b>Pensacola, Florida</b>
<b>Salary Range:</b>	<b>JSP 15-17, \$143,736-\$224,178 (Commensurate with qualifications and experience)</b>
<b>Opening Date:</b>	<b>Friday, March 1, 2024</b>
<b>Closing Date:</b>	<b>Open until filled. To receive first consideration applications must be submitted by Friday, May 31, 2024</b>

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### **POSITION OVERVIEW**

The United States District Court for the Northern District of Florida is seeking a qualified individual for the position of Chief United States Probation Officer. The Chief U.S. Probation Officer is a court unit executive who reports to all district judges and operates under the administrative direction of the chief judge for the Northern District of Florida. The Northern District of Florida has four staffed divisional offices located in Gainesville, Panama City, Pensacola, and Tallahassee, Florida, and the Chief U.S. Probation Officer will oversee a staff of approximately 45-50 employees, including probation officers, pretrial officers, support staff, and administrative personnel spread across these divisional offices.

The Chief U.S. Probation Officer is responsible for administering and managing the daily operations of the United States Probation Office and ensuring the expeditious handling of all investigative work for the court, including presentence investigations and reports. Additional responsibilities include overseeing the effective supervision of all persons on pretrial release, probation, parole, and supervised release, and administering the district's drug, alcohol, mental health, and cognition treatment services for offenders. The Chief U.S. Probation Officer is also responsible for formulating the annual budget and managing all federally appropriated funds. As Certifying Officer for the U.S. Probation Office, the Chief Probation Officer is responsible for authorizing all office expenditures and maintaining appropriate fiscal controls.

In order to carry out these important responsibilities, the Chief U.S. Probation Officer must have documented substantial, executive-level management experience in financial management, budgeting, procurement, information technology, space and facilities, performance management, and human resources functions, as well as meaningful experience in short and long-range strategic planning. In addition, the Chief U.S. Probation Officer must be a strong leader, with vision, creativity,

and the ability to motivate, inspire, and develop staff. The Chief Probation Officer must be mature, tactful, highly organized, resourceful, and must possess good judgment and exhibit a professional appearance and demeanor at all times.

### **REPRESENTATIVE DUTIES**

- Organizes the probation office to ensure expeditious handling of investigative work for the court, institutions, and parole authorities to include effective case supervision of probationers, parolees, and persons on supervised release.
- 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 to meet national policies and the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as probation officers to the court and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; ensures all personnel are carefully selected and adequately trained; and makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including clerical, professional, supervisory, and administrative personnel.
- Prepares the operating budget and makes estimates of personnel, space allocation, and operating allowance needs; oversees and is responsible for providing adequate space, equipment, and supplies for the operation of the office; approves requisitions; certifies payment vouchers; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Maintains excellent analytical and writing skills, with the ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Oversees the solicitation and implementation of contractual services for substance abuse and mental health treatment of offenders.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- 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.
- Maintains liaison with the chief judge and other judges and makes specific recommendations regarding court-related criminal justice issues, with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to ensure all requests for assistance from other districts are met promptly and effectively.

- Establishes and maintains cooperative relationships with all components of the court and criminal justice system to include: the Bureau of Prisons; other court unit executives; the district court clerk's office; the United States Attorney's Office; the Federal Public Defender's Office; as well as other federal, state, and local law enforcement, correctional, and social service agencies.
- Maintains a collaborative operational relationship with the Bureau of Prisons and Residential Reentry Centers.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program that explains probation, parole, and other correctional services to the community; and assumes, in coordination with the chief judge, responsibility for communication with the news media.
- Monitors community events and issues, with special attention to alleviating hazardous office and field incidents.
- Occasionally and when necessary performs the duties of a line probation officer or a supervising probation officer.
- Performs related duties as required by the court.

## **QUALIFICATIONS**

To qualify for the position of Chief Probation Officer at the JSP 15, 16, or 17 level, a person must have a bachelor's degree from an accredited college or university (masters' degree preferred) and possess a minimum of three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. For example, for those applicants with federal experience, at least one year of the required specialized experience must be at or equivalent to a JSP 14 or CL 30.

### **SPECIALIZED EXPERIENCE**

A minimum of three years of specialized experience is required. Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs. Specialized experience must be earned after a bachelor's degree was conferred. Experience as a police officer, FBI agent, customs agent, marshal, or experience gained in other similar law enforcement positions does not meet the specialized experience requirement, except to the extent criminal investigation experience was obtained.

### **SUBSTANTIAL MANAGEMENT EXPERIENCE**

Three years of substantial management experience may be substituted for the requirement that one of the years of specialized experience be at or equivalent to the next lower grade level. If an individual does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

## **COURT PREFERRED SKILLS**

The following additional qualifications, skills, and experience preferred:

- Six to ten years of specialized experience.
- A graduate degree in a closely related field.
- Previous management/leadership experience, education or training relevant to United States Probation Office operations.
- Knowledge of federal judiciary strategic direction, policies, and procedures.
- Knowledge of United States Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.
- Experience on performance measurement and the use of data to improve supervision outcomes and knowledge of current best practices that have been proven through scientific research and study to be effective in the management of individuals on community supervision.
- Demonstrated commitment to and expertise in evidence-based supervision and treatment, and in the development of organizational practices rooted in evidence-based principles to improve offender outcomes and reduce recidivism.
- Experience with specialized problem-solving courts, such as reentry courts and alternative to incarceration programs, and a vision for collaborative approaches to offender supervision.
- Demonstrated success in strategic planning and staff and organizational development to achieve agency goals.
- Experience managing space reduction, renovation, and office relocation projects.
- Experience resolving complex personnel issues and planning and implementing organizational change while motivating staff.
- Demonstrated ability to effectively interact and communicate, both orally and in writing, with judges, court unit executives, the legal community, other law enforcement, corrections and social services agencies, and the public.

## **REQUIRED CLEARANCES**

Successful applicants will be required to submit to a background investigation, which includes fingerprinting, a credit check, and a full field background investigation by the Office of Personnel Management. As a condition of employment, the incumbent will also be subject to an updated background investigation every five years.

## **MAXIMUM ENTRY AGE**

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 meet the requirements of the

“maximum entry age” provisions as follows: First-time appointees to positions covered under law enforcement officer provisions must not have reached their 37th birthday at the time of appointment.

### **MEDICAL REQUIREMENTS**

Prior to first-time appointment under the federal law enforcement retirement provision, the selectee for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the court may then appoint the selectee provisionally, pending a favorable background investigation and suitability determination. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at [www.uscourts.gov](http://www.uscourts.gov). As a condition of employment, the incumbent will be subject to ongoing random drug screening, and, as deemed necessary by the court for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

### **BENEFITS**

Benefits include ten paid holidays, paid annual and sick leave, and participation in the Federal Employees Retirement System including the Thrift Savings Plan. Optional benefits include participation in the Federal Employees Health Benefits Program, Federal Employees Group Life Insurance program, Flexible Benefits program, employee contributions to the Thrift Savings Plan, Federal Judiciary Long Term Care Insurance program, and the Federal Employees Dental and Vision program. Private long-term disability insurance may also be available. Neither the Office of Personnel Management, nor civil service regulations, applies to court appointments.

### **CONDITIONS OF EMPLOYMENT**

- The court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same or similar position becomes available within a reasonable time of the original announcement, the appointing officer may elect to select a candidate from the original qualified applicant pool.
- Court employees serve under “Excepted Appointments.” They are considered “at will” employees with the exception of U.S. Probation Officers who may be removed only “for cause”. All court employees are required to adhere to a Code of Conduct, which is available upon request. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits; generally, court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- Participation in the interview process will be at the applicant’s own expense. Relocation expenses may be authorized under certain conditions.
- Applicants must be United States Citizens or eligible to work for the United States government. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.

- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).

## **HOW TO APPLY**

Qualified applicants should submit an original, plus one copy, of the following documents:

- A cover letter of interest including a narrative statement that addresses qualifications, management style/philosophy, and relevant experience as it relates to documented performance management responsibilities, staffing, budget, project management, human resources, space and facilities, procurement, information technology, and leadership.
- A resume detailing the years of specialized experience, including documented management experience, dates of employment, salary history, functions managed, and the number and composition of personnel supervised.
- A two page or less original writing sample addressing the following question:

*Over the last ten years, there have been significant changes and developments made in the probation/pretrial services fields, specifically in the areas of evidence-based practices, risk assessment, and outcome measurement. Describe how you, as Chief United States Probation Officer, will ensure that the United States Probation/Pretrial Services Office in the Northern District of Florida stands out as a positive example for other probation offices in these areas, while also performing all other required administrative functions, including the management of a decreasing staff and budget.*

- A completed Application for Judicial Branch Employment (Form AO-78), which may be obtained from the United States District Court for the Northern District of Florida's website at: [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov).

The above listed documents must be submitted in an envelope marked "Confidential" to:

United States District Court  
Attn: Jessica J. Lyublanovits, Clerk of Court  
CONFIDENTIAL Vacancy Announcement 2024-05  
United States Courthouse  
One North Palafox Street  
Pensacola, Florida 32502

The United States District Court reserves the right to amend the conditions of this vacancy announcement or withdraw the announcement, at any time, without prior notice. The United States District Court for the Northern District of Florida is an Equal Opportunity Employer.