



**UNITED STATES PROBATION OFFICE
Northern District of Iowa**

Position Title: Chief United States Probation Officer – Vacancy # 20-2.

of Positions: 1

Location: Cedar Rapids, Iowa, or Sioux City, Iowa

Opening Date: August 6, 2020

Closing Date: September 4, 2020 @ 4:30 pm

Start Date: January 1, 2021

Salary Range: JSP 14 – 17 (\$107,807 – \$181,500)

*Starting salary is commensurate with qualifications, experience and based upon Judicial Salary Plan (JSP) as determined by the Human Resource Administrative Office guidelines. Previous federal government service or professional background providing extensive specialized experience may qualify an applicant for salary placement above step 01 of the appropriate classification level.

As an Equal Opportunity Employer, we value diversity in our workforce.

POSITION OVERVIEW:

The Chief U.S. Probation Officer is a court unit executive responsible to the U.S. District Court for the Northern District of Iowa, the Judicial Conference of the United States, the Administrative Office of the U.S. Courts and the U.S. Parole Commission for the administration and management of probation, pretrial and parole services within the district. The position is under the administrative direction of the Chief Judge for the Northern District of Iowa.

The Chief Probation Officer has the ultimate leadership responsibility for creating and sustaining a professional culture; for promoting and modeling effective delegation; for creating and supporting leadership development to assure a future group of leaders; and for designing and implementing a strategic plan for the Northern District of Iowa.

The Probation and Pretrial Services Office in the Northern District of Iowa is an evidence-based organization, meaning that work is approached in a manner that has been empirically researched and proven to have measurable positive outcomes for defendants and offenders. The Chief Probation Officer is responsible for leading the unit to utilize practices and principles that support the agency as an evidence-based organization.

REPRESENTATIVE DUTIES:

These duties are intended to provide generalized examples of major duties and responsibilities that are performed by the Chief Probation Officer.

- Maintains liaison with the Chief Judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation, pretrial and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Selects and recommends candidates to the court for appointment as probation officers to the court and appoints all non-officer personnel (after consultation with the Chief Judge); provides specific recommendations in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; ensures that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages the law enforcement and non-law enforcement staff of the office including all clerical, professional and supervisory personnel.
- Establishes and maintains a cooperative relationship with the clerk's office regarding shared administrative services (when requested); provides assistance to the clerk's office and the shared administrative staff in appropriate situations.
- Manages the probation office's decentralized funding allocation totaling \$5.75 million and advises the court of the adequacy of funds to support operations.
- Recognizes the importance of evidence-based practices and champions their use in probation and pretrial services.
- Utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Directs staff responsible for the probation office's financial service functions, including disbursements for goods and services, payroll costs and expenses for substance abuse treatment, pretrial alternative housing and mental health / sex offender treatment.
- Oversees the probation office's long-range space and facilities plan.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Conducts special studies when appropriate and prepares statistical and narrative reports.
- Establishes and maintains cooperative and amicable relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative and amicable relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions which encourage staff loyalty, enthusiasm, wellness, and morale.
- Participates in leadership opportunities outside the Northern District of Iowa to support national efforts to improve the administration of justice.

- Strives for consistency and equity between the headquarter and divisional offices
- Develops and maintains a public relations program which explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.

MANDATORY QUALIFICATIONS:

General:

To qualify for the position of Chief Probation Officer JSP-14, 15, 16 or 17, a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

The three years of specialized experience is mandatory and does not permit any substitutions, except as noted below.

Specialized Experience:

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required. Experience as a police officer, FBI agent, customs agent, deputy marshal or similar position does not meet the requirements of specialized experience.

Substitutions:

Three years of substantial management experience may be substituted for one of the three years of specialized experience.

Desirable Skills and Characteristics:

A successful candidate should be highly organized and possess tact, good judgment, poise, initiative, and maintain a professional demeanor at all times. Ability to meet the public, work harmoniously with others and communicate effectively, both orally and in writing, are required. Must be able to balance the demands of varying workload responsibilities and deadlines. A master's degree in a related field such as social sciences or management is preferred. In addition, managerial oversight and involvement with administrative functions such as budget, procurement, human resources, information technology, and financial reviews is preferred. A demonstrated ability to work together between the headquarter and divisional offices to promote the "one district" ideology is also preferred.

APPLICATION PROCEDURE:

Qualified applicants should submit the following:

1. Letter that describes your interest in the position and leadership style
2. Comprehensive résumé including full educational summary, employment and salary history, leadership and management experience
3. Two most recent performance evaluations
4. Application for Federal Employment (AO 78) located on the Court's website.
<https://www.uscourts.gov/sites/default/files/ao078.pdf>

References may be requested at a later date.

Submit application materials to; HR email chiefuspomailbox@ianp.uscourts.gov

Interviews will be scheduled at a date to be determined. Applicants selected for interviews must travel at their own expense.

EMPLOYEE REQUIREMENTS:

This is an Executive high-sensitive position within the Judiciary that is subject to a mandatory FBI background check. A high-sensitive background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation, drug screen, and medical examination. Unsatisfactory results may result in termination of employment. Judicial employees are required to adhere to the court's code of conduct, available for public review on the USCourts.gov website. <https://www.uscourts.gov/rules-policies/judiciary-policies>

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 federal law enforcement officer experience and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine eligibility. Retirement is mandatory at age 57.

Applicants must be able to meet the medical requirements and perform the essential job functions of a Probation Officer, as detailed on the USCourts.gov website under Officer and Officer Assistant Medical Requirements <https://www.uscourts.gov/services-forms/probation-and-pretrial-services/probation-and-pretrial-officers-and-officer>. Incumbents are subject to on-going random drug screening. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

CHARTER FOR EXCELLENCE:

We, the members of Probation and Pretrial Services for the United States Courts, Northern District of Iowa, are an agency that provides the Judiciary and the community with superior service by completing quality investigations and reports, seeking alternatives to detention, and delivering a high standard of effective supervision. We are dedicated to providing protection to the public, assisting in the administration of justice, and demonstrating fairness and mutual respect to all in the performance of our duties. We achieve success through interdependence, collaboration, and local innovation. We are committed to excellence as a system and to the principles embodied in this Charter.

***** THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER *****

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory favorable background checks. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

<https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>