



VACANCY ANNOUNCEMENT

United States Probation and Pretrial Services Office
Western District of Missouri
Announcement #062518

Assistant Deputy Chief Probation Officer (Type I)

Announcement Number:	#062518
Position Title:	Assistant Deputy Chief Probation Officer (Type I)
Salary Range:	CL 30 (\$82,478 - \$134,048) CL 31 (\$97,025 - \$157,663) (Commensurate with experience)
Position Location:	Springfield or Jefferson City, Missouri
Opening Date:	06/25/2018
Closing Date:	07/13/2018

Due to an upcoming retirement, the U.S. Probation and Pretrial Services Office, Western District of Missouri, is accepting applications for the position of Assistant Deputy Chief Probation Officer, Type I. The Assistant Deputy Chief United States Probation Officer serves as an assistant to the Chief United States Probation Officer and the Type II Deputy Chief United States Probation Officer in the administration and management of the Springfield and Jefferson City divisional office operations within the Western District of Missouri. The position shall be located in Springfield or Jefferson City, Missouri, and will report to the Type II Deputy Chief United States Probation Officer.

Qualifications:

Minimum of 6 years of specialized experience as a CL 28/29 Probation Officer within the United States Courts, and a minimum of 3 years management experience.

REPRESENTATIVE DUTIES

The Assistant Deputy Chief U.S. Probation Officer is responsible for the following duties:

- Drives organizational excellence while leading the Springfield and Jefferson City divisions.
- Oversees the performance of the Supervisory U.S. Probation Officers in the Springfield and Jefferson City divisional offices.
- Travel to the Jefferson City and/or Springfield offices is expected of the incumbent to ensure operational excellence. Travel outside the district for training purposes is also expected.

- Manages resources effectively. Influences and motivates divisional office staff to produce high quality services and ensure adherence to existing policies, procedures, and guidelines.
- Works closely with the Chief U.S. Probation Officer and the Chief of Operations for the District and Bankruptcy Courts in the administrative management of financial property and procurement matters affecting each divisional office.
- Point of contact for the District's Continuity of Operations (COOP) Plan in the Springfield and Jefferson City divisional offices.
- Assists the Chief U.S. Probation Officer and Type II Deputy Chief U.S. Probation Officer in the formulation and implementation of policies within the district.
- Participates in the organization and management of the Springfield and Jefferson City divisional offices to ensure expeditious handling of investigative work for the Magistrate and District Courts, and the effective supervision of defendants and offenders.
- Assists the Chief U.S. Probation Officer and Type II Deputy Chief U.S. Probation Officer in day-to-day personnel matters affecting staff in the divisional offices, including the establishment of a cohesive and positive work environment conducive to encouragement of loyalty, interest, enthusiasm, and good morale.
- Assists in establishing and maintaining cooperative relationships with other U.S. Probation Offices to ensure all requests for assistance from other districts are met promptly and effectively. Maintains cooperative relationships with all components of the criminal justice system including the AO-PPSO, Federal Bureau of Prisons, and other federal, state and local law enforcement, correctional and social services agencies.
- Assists the Chief U.S. Probation Officer and Type II Deputy Chief U.S. Probation Officer by proactively developing operational programs, policies, and procedures.
- Schedules and facilitates regular Springfield and Jefferson City divisional office meetings and keeps the Springfield and Jefferson City divisional office staff informed of district policies and procedures and ensures they are adhered to by all Springfield and Jefferson City divisional office staff members.
- Identifies training needs within the Springfield and Jefferson City divisional offices and assists with conducting staff training and professional development.
- Confers regularly with judges in the Springfield and Jefferson City divisional offices to ensure the services provided are of the highest quality and are being submitted in a timely manner.
- In the absence of the Supervisory U.S. Probation Officer(s) in the Springfield and Jefferson City divisional offices, may assign pretrial, presentence, and supervision work within each office.

COMPETITIVE FACTORS

Additional qualifications that are preferred include:

- Federal Judicial Center’s Leadership Development Program
- Participation in administrative process through active committee membership or special assignments.
- Execution of training plans, projects, policies, and procedures.
- Experience in training staff on policy and procedure matters or case management issues
- Graduate degree in a field relevant to corrections or management
- Ability to influence others, facilitate change and lead by example, with maturity and passion
- Aptitude to develop and execute complex operational policies and procedures
- Strong leadership and management skills
- Values continuous professional development through honest feedback

QUALIFICATIONS

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, and is required for all probation officer positions. A graduate degree is highly preferred.

Applicants must have at least six years’ experience as a U.S. Probation Officer; excellent analytical, case management, and communication skills; and the ability to work well with others and support and promote the mission of the combined office, including the goals and objectives determined by management. Applicants must also have 3 years of management experience by January 1, 2019. The district is seeking candidates who have either completed the Federal Judicial Center’s Leadership Development Program or who are actively working toward completion. However, candidates who have not yet been accepted to the program may satisfy this requirement by seeking such acceptance at the earliest opportunity, post-hire.

CL-30	To qualify at the CL-30 level, the applicant must possess a minimum of three years of specialized experience, including at least one year as a CL-29 Probation officer specialist in the U.S. Courts.
CL-31	To qualify at the CL-31 level, the applicant must possess a minimum of three years of specialized experience, including at least one year as a CL-30 Probation/Pretrial Services officer in the U.S. Courts.

CONDITIONS OF EMPLOYMENT

A United States Probation Officer must have completed a successful OPM background investigation, which is required for employment. Reinvestigations are conducted every five years. Applicants considered for this position will undergo random drug screening throughout the term of employment.

APPLICATION PROCESS

To apply for this position, applicants must submit the following:

A cover letter, which addresses the following in narrative form:

- Your views on the most important qualities of an effective leader;
- Leadership initiatives you have undertaken or other projects completed which demonstrate these qualities and how your skills match the requirements of the position; and
- A detailed resume.
- An AO 78 - http://jnet.ao.dcn/sites/default/files/pdf/AO_078.pdf.
- Name and contact information for three professional references

You must submit ALL of the requested documents or information by 7/13/2018 to be considered for this opportunity. Failure to submit any of the items requested above may prevent the Court from considering your submission.

Please submit application materials via email in one PDF or mail to:

Michele Nelson
Human Resources Specialist
400 East 9th Street
Kansas City, MO 64106
Michele_Nelson@mow.uscourts.gov