



Notice of Career Opportunity United States District Court Western District of Missouri

Position Title: **Chief Probation Officer**
Position #: 09052017CPO
Location: Kansas City, Missouri
Open Date: 09/05/2017
Closing Date: 10/02/2017
Salary Range: JSP 14-17 (\$101,876 - \$172,100)
(Commensurate with experience)

Overview:

The United States District Court for the Western District of Missouri is seeking a Chief Probation and Pretrial Services Officer. The Western District of Missouri is a fully consolidated Court managed by a Court Executive. The district spans a geographical area encompassing 66 counties. The U.S. Probation and Pretrial Services Office is headquartered in Kansas City with staffed divisional offices in Springfield and Jefferson City and currently employs 110 staff. The office provides direct support to six United States District Judges, six Senior United States District Judges, five United States Magistrate Judges, and two recalled United States Magistrate Judges. The Chief Probation and Pretrial Services Officer is a court unit executive responsible to the U.S. District Court, the Judicial Conference of the United States, the Administrative Office of the U. S. Courts, and the U.S. Parole Commission for administration and management of federal pretrial, sentencing, probation, supervised release, and parole services within the judicial district of appointment. This is a high-level management position under the direction of the Chief Judge of the U.S. District Court, with administrative oversight by the Court Executive.

Duties and Responsibilities:

Organizes the U.S. Probation and Pretrial Services Office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include the preparation of bond reports, presentence investigation reports and the effective case supervision of defendants, probationers, and supervised releases/parolees;

Reviews, analyzes, and interprets statutory, Judicial Conference, and Sentencing Commission advisory sentencing guideline requirements for sentencing hearings and the administration of pretrial, probation, supervised release, and Parole Commission services; promulgates policies, procedures, and guidelines necessary to meet these requirements;

Works with the Court to promulgate policies, procedures, and guidelines to meet the needs of the Court, and standards to provide an appropriate level of service delivery. Ensures all reports submitted to the Court by the U.S. Probation and Pretrial Services Office are thorough, accurate, and timely;

Administers a program of pretrial services within the District, which includes specific recommendations to the Court on matters relating to sound supervision strategies and detention practices; explains pretrial services to the community; advises the Court on an ongoing basis of the eligibility, availability, and capacity of local agencies that may serve as third-party custodians of persons on pretrial release; establishes and maintains contact with public and private agencies that provide employment and medical, legal, or social services; develops, implements, and maintains a system to monitor defendants on pretrial release and evaluate bail activities; provides information to the Court on results of bail decisions; prepares periodic reports to assist in the improvement of the bail process;

Selects and recommends candidates for appointment as probation officers to the Chief Judge, and appoints all non-officer personnel; keeps the Court informed of personnel matters, including promotions, disciplinary actions, grievances, and dismissals; adequately trains all personnel; makes certain the work of all subordinates is systematically evaluated;

Manages the staff of the office including all clerical, professional, supervisory and administrative personnel;

Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment of offenders;

Ensures use of evidence-based practices in a community-based corrections environment in the District; works to create, manage and sustain specialty court programs, including the re-entry and intensive drug treatment courts presently in operation;

Makes estimates of personnel, space allocation, and operating allowance needs; prepares an annual budget in consultation with the Court Executive; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies;

Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development;

Maintains a system of open 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 ensures accountability with minimal interference to service delivery;

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 bail, sentencing, and supervision 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 criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies;

Develops and maintains a public relations program that explains pretrial, probation, supervised release, parole, and other rehabilitative services to the community; coordinates with the District's public information officer regarding communication to the news media;

Monitors community events and issues with special attention to alleviating hazardous office and field incidents;

Performs related duties as required by the Court.

Qualifications

To qualify for a position of Chief Probation Officer at JSP 14, 15 or 16, a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience earned after the bachelor's degree has been granted.

To qualify for a position of Chief Probation Officer above JSP 16, a person must, in addition to the three years of progressively responsible specialized experience, possess three years of substantial management experience earned after the bachelor's degree has been granted. The three years of specialized experience is mandatory and does not permit any substitutions.

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community corrections or pretrial programs is required.

Experience as a police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

Substantial Management Experience

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary

would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include any of the court unit executive or type II second-in-command titles, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

Preferred Experience

Preference will be given to applicants with a Master's degree in the social sciences or a related field and substantial experience in a federal probation/pretrial setting. Excellent computer skills are highly desired. Knowledge of evidence-based practices and re-entry initiatives, which clearly link to current and future operations and activities. Excellent organizational leadership and management skills.

Experience and tenure in leading teams, managing budgets and financial plans, leading large multifaceted projects, evaluating work processes and organizational impact, re-engineering or creating new organizational models, and planning and implementing organizational change. Understanding of the Judiciary's decentralized administrative model. Ability to effectively interact with judges, the legal community, and other law enforcement, corrections, and service providing agencies. Displays executive leadership skills, vision and innovation.

Substantial knowledge of and experience in the operations and management of federal probation services. Knowledge of federal judiciary strategic plans, policies and procedures. Knowledge of the U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure. It would be beneficial to have this knowledge but not required. Skill in operational leadership, strong analytical skills, and excellent oral and written communication abilities. Ability to learn and adapt to change while leading an organization, to get results under challenging conditions and inspire others to perform at a high level. Exhibits a presence that builds confidence in others. Must possess the ability to analyze problems from a fresh point of view and communicate their ideas/thoughts to others.

Required Personal Characteristics

Must be a self-directed, highly organized team leader; able to balance the demands of varying workload responsibilities and deadlines; be mature, responsible, and tactful; demonstrate initiative and the ability to exercise good judgment; be able to work harmoniously with others; must have excellent oral and written communication skills; and maintain a professional appearance and demeanor at all times.

Background Check, Drug Screening, Medical Examination

This is an executive high-sensitive position within the Judiciary. An incumbent not already employed by the Judiciary will be subject to pre-employment drug testing and medical examination as a condition of employment. An incumbent not already employed by the Judiciary will be considered provisional pending successful completion of a ten-year full-field OPM background investigation. The incumbent will be subject to random drug screening, and updated background investigations every five years.

Conditions of Employment

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 have been appointed to a federal law enforcement officer position prior to their 37th birthday. The successful candidate may undergo a full OPM background investigation, a medical examination, and drug screening. The successful candidate will be subject to credit, criminal history, and department of motor vehicle checks. Additionally, the successful candidate will be subject to random drug screening at any time and updated background investigations every five years. Applicants must be a United States citizen and meet age and physical standards established by provisions for law enforcement personnel.

U.S. Court employees serve under "Excepted Appointments." They are considered "at will" employees with the exception of U.S. Probation Officers who are "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.

Benefits

Full-time employees of the U.S. Probation and Pretrial Services Office are eligible for a full range of benefits to include paid vacation and sick leave, paid holidays, and retirement benefits to include a defined contribution program and a 401(k) equivalent program, the Thrift Savings Plan (TSP), that includes government matching for employee contributions. Additional benefits include health and life insurance, disability and long term care insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement. This position is subject to mandatory electronic direct deposit of salary payments.

Application and Selection Process

Persons interested in being considered for this position must submit a cover letter, resume, and contact information for three professional references. The cover letter should describe your administrative experience as it relates to staffing, budget, project management, philosophy of managing, human resources, procurement, and information technology. The letter should also review the depth of management level experiences, including a description of leadership achievements and future leadership goals. The letter should be no more than three (3) pages. The resume should include the years of specialized managerial experience including dates of employment, salary history, functions managed, the number and composition of personnel managed.

Only qualified applicants will be considered for this position. Incomplete applications may not be considered. The Court is not authorized to reimburse travel expenses for interviews. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All application documents should be submitted by **October 2, 2017** (postmarks not accepted) to:

Charles Evans Whittaker Courthouse
Attn: Michele Nelson
400 E. 9th Street
Kansas City, MO 64106

Or you can email your entire packet in a PDF to:
michele_nelson@mow.uscourts.gov

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