

United States District Court
District of Minnesota



Career Opportunity: Chief U.S. Probation Officer
Vacancy Announcement #2018-12



OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, Saint Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, six senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Services Office staff.

Position Details

Title and Type: Chief U.S. Probation Officer, Full-time
Vacancies: One
Location: Minneapolis, Minnesota
Posting Date: May 10, 2018 to June 10, 2018
Classification: JSP 14-17
(Depending on qualifications.)
Salary Range: \$110,256 - \$202,574

Closing Date: Open until filled.
Preference will be given to resumes received by June 10, 2018, at 5:00 p.m. Central Time.

Area of Consideration: Open to all sources.

Mission Statement:

"The U.S. Probation and Pretrial Services Office for the District of Minnesota is committed to the judiciary and the communities we serve to provide fair administration of justice; enhanced public safety; and ultimately, improvement in the lives of the defendants and offenders we supervise."

INTRODUCTION

The U.S. District Court for the District of Minnesota is seeking a qualified individual for the position of Chief U.S. Probation Officer. The Chief U.S. Probation Officer is directly responsible for the administration and management of the federal Probation and Pretrial Services Office in the District of Minnesota. The Chief U.S. Probation Officer is a Court Unit Executive who operates under the direction of the Chief Judge of the U.S. District Court, District of Minnesota.

REPRESENTATIVE DUTIES

- Organizes the Probation and Pretrial Services Office to ensure expeditious handling of investigative work for the courts, institutions, and the 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 and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery. Establishes and maintains cooperative relationships with other local court executives to ensure appropriate level of service delivery to the court.
- 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.
- Selects and recommends candidates for appointment as probation officers to the court, and appoints all non-officer personnel; provides specific recommendations to the court on all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; and makes certain the work of all subordinates is systematically evaluated.

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REPRESENTATIVE DUTIES (CONTINUED)

- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Prepares operating budget and makes estimates of personnel, space allocation, and operating allowance needs; 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.
- Maintains regular contact with contract providers to ensure compliance with contractual agreements. Holds regularly scheduled meetings to assess offender and defendant process.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatments of clients.
- 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.
- 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.
- Develops and maintains a public relations program which explains probation, parole, and other correctional services to the community; and assumes responsibility for communication to the news media.
- Participates in leadership opportunities outside of the District of Minnesota to support national efforts to improve the administration of justice.
- Establishes and administers continuing in-service training programs to ensure high quality service delivery through consistent staff development.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Effectuates and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
- Performs related duties as required by the court.

MINIMUM QUALIFICATIONS

Educational Requirement

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

To qualify for a position of Chief U.S. Probation Officer at JSP 17, 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 issued.

Specialized Experience

A minimum of 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.

Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or probation programs, preferably in the federal level. Specialized experience must be earned after the bachelor's degree has been attained. Experience in police officer, FBI agent, customs agent, marshal, or similar positions, unless it is criminal investigation experience, does not meet the requirements of specialized experience.

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MINIMUM QUALIFICATIONS (CONTINUED)

Substantial Management Experience

Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade level.

Substantial management experience is high-level administrative experience that provides 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 of 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 deputy chief probation pretrial services officer or assistant deputy chief probation pretrial services officer.

COURT PREFERRED SKILLS

An advanced degree is preferred. Substantial knowledge of and experience in the operations and management of federal probation services. Knowledge of federal judiciary strategic direction, policies, and procedures. Knowledge of the U.S. Sentencing guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure. Knowledge of evidence-based practices and re-entry initiatives, which clearly link to current and future operations and activities. 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.

Ability to effectively interact with Judges, the legal community, and other law enforcement, corrections, and service providing agencies. Displays executive leadership, vision, and innovation. Skill in operational leadership, strong analytical skills, and excellent oral and written communication skills. Ability to learn and adapt to change while leading an organization, to get the results under challenging conditions and inspires others to perform at a high level. Exhibits a presence that builds confidence in others. Possesses the ability to think through problems from a fresh point of view and is comfortable with complexity, ambiguity, and explaining his or her ideas and thoughts with others. Highly organized and possesses tact, good judgement, poise, initiative, and maintains a professional demeanor.

INFORMATION FOR APPLICANTS

There is no "maximum entry age" for this position. However, in order to be included under federal law enforcement retirement provisions, an individual would have to meet "maximum entry age" provisions. First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. For an applicant with previous law enforcement officer (LEO) experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) and either a subsequent break in service or intervening service in a non-LEO position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37. For example, for a candidate with five years of creditable previous law enforcement experience, the maximum entry age would be 42. To qualify for coverage under the law enforcement provision of the federal retirement system, there are mandatory retirement requirements that apply.

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ENVIRONMENTAL DEMANDS

- Work is performed in an office setting.
- Some travel may be required.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered “at-will” and may be terminated with or without cause or notice by the court.

The United States District Court requires employees to adhere to a Code of Conduct Policy. This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

This is a high-sensitive position, which will require the successful candidate to undergo a full OPM background investigation. Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as a condition of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements for law enforcement officers and offer assistant positions are available for public review on the USCourts.gov web site at: <http://www.uscourts.gov/services-forms/probation-and-pretrial-services/officers-and-officer-assistants/officer-and-officer>.

The successful applicant may be required to begin employment for transition purposes by October 1, 2018.

The Chief U.S. Probation Officer must reside within the geographic boundaries of the district upon hire.

BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.

Employees of the U.S. District Court are not classified under Civil Service.

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APPLICATION INFORMATION AND PROCESS

Qualified candidates selected for interviews must travel at their own expense.

Qualified candidates should submit via email the following:

- A cover letter and resume.
- A narrative statement, that is separate from the resume and cover letter, which includes a concise description of the following: 1. your leadership style; 2. your familiarity with evidence-based practices; and 3. how your particular skills and experience relate to the position. The narrative statement should not exceed two pages.
- Names and contact information for three professional references. If you are selected for an interview, references may be contacted prior to an interview. The Court reserves the right to contact additional references or references other than those provided by the applicant.

All documents should be combined and emailed as one PDF attachment to:

hr-usdc@mnd.uscourts.gov

Please enter “Chief U.S. Probation Officer” in the email subject line.

All application materials received will be reviewed to identify the best qualified candidates. Interviews may likely be scheduled in Minneapolis in the month of July. Only applicants selected to proceed to the next phase of the selection process will be notified.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

An Equal Opportunity Employer