



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON

Date: October 1, 2014
Position Title: Chief U.S. Probation/Pretrial Services Officer
Class Level: JSP 15 to JSP 17
Salary Range: \$114,872 - \$168,044
Closing Date: December 1, 2014, or Until Filled
Vacancy No.: WAEP 2014-6
Location: Spokane, Washington

POSITION OVERVIEW

The U.S. District Court for the Eastern District of Washington (“WAED”) is seeking a Chief U.S. Probation/Pretrial Services Officer.

The Chief Probation/Pretrial Services Officer is the 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 the administration and management of pretrial, probation, and parole services within the judicial district of appointment. The position is under the administration and direction of the Chief Judge of the U.S. District Court. The selectee will assume full responsibility as the Chief U.S. Probation/Pretrial Services Officer upon retirement of the current incumbent, which is expected no later than August 31, 2015.

The Chief U.S. Probation Officer has a variety of administrative and operational duties that include, but are not limited to, the following:

REPRESENTATIVE DUTIES OF THE POSITION

- ◆ Organize and manage the Probation/Pretrial Services Office to ensure expeditious handling of investigative work for the Courts, institutions, and parole authorities, including effective case supervision of defendants, probationers, and persons on parole or supervised release.
- ◆ Review, analyze, and interpret statutory, Judicial Conference, and Parole Commission requirements for the administration of probation/pretrial services; implement Administrative Office requirements for administration of probation/pretrial services; promulgate policies, procedures, and guidelines necessary to meet these requirements.
- ◆ Maintain administrative liaison with the Court to include promulgating policies, procedures, and guidelines to meet the unique needs of the Court, along with meeting national standards to ensure an appropriate level of service delivery; coordinate closely with the District Court Executive to ensure optimum performance of administrative services for the Court as a whole.
- ◆ Select and recommend officer candidates for appointment by the U.S. District Court; oversee all other personnel matters including promotions, salary increases, disciplinary actions, and recommendations for dismissals; determine all personnel are adequately trained; and systematically evaluate the work of all subordinates.
- ◆ Hire and oversee clerical, professional, supervisory, and administrative personnel.
- ◆ Make estimates of personnel, space allocation, and operating requirements; approve requisitions, vouchers for payment; and maintain appropriate fiscal controls in all matters pertaining to

travel expenses and purchases of services, equipment and supplies.

- ◆ Establish and administer continuing in-service training programs to ensure high-quality service delivery through staff development.
- ◆ Solicit contracts for carrying out the probation/pretrial service functions, including mental health and substance abuse treatment.
- ◆ Maintain an effective system of communication at all levels; delegate decision-making responsibility; provide qualitative and quantitative measures of work performance; and assure accountability with performance of duty.
- ◆ Maintain liaison with the Chief Judge and other Judges; make specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound pretrial release and sentencing practices.
- ◆ Establish and maintain cooperative relationships with all components of the criminal justice system including federal, state, and local law enforcement; correctional, and community and social services agencies. Monitor community events and issues with special attention to alleviating hazardous office and field incidents.
- ◆ Promote and maintain conditions that encourage a safe working environment, staff loyalty, enthusiasm, and morale. Administer and oversee the district firearms and offensive response tactics, and administer safety programs with special attention to preventing hazardous field incidents.
- ◆ Occasional overnight travel to Court locations in Yakima and Richland, Washington is required.

QUALIFICATIONS

Mandatory credentials:

To qualify for the position of Chief Probation/Pretrial Services Officer, 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.

- ◆ Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in a community correction, probation and/or pretrial program.
- ◆ Specialized experience must be earned after the bachelor's degree has been granted.
- ◆ 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.
- ◆ 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. If the applicant 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.
- ◆ 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 IT and Human Resources functions, and long and short-range planning.

Educational Substitutions

Completion of one academic year (30 semester hours or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of specialized experience, or completion of a master's degree; or two years of graduate study (60 semester hours or 90 quarter hours), in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of specialized experience.

Preferred credentials:

- ◆ Possess exceptional leadership skills, be a motivator, maintain a professional demeanor at all times, and have integrity beyond reproach;
- ◆ Possess a record of displaying good judgment and problem-solving skills with innovative solutions to workplace problems including employee relations issues;
- ◆ Possess excellent organizational skills with ability to balance the demands of varying workload responsibilities and deadlines, and be a facilitator of change, supporting and leading major change initiatives;
- ◆ Possess ability to build good working relationships with peers, subordinates, and superiors;
- ◆ Possess significant policy and procedural management experience;
- ◆ Possess ability to demonstrate a solid understanding of the requirements necessary to manage employees working in budget, procurement, IT, human resources, and other administrative functions.

Application Packet Requirements:

Qualified applicants should submit an original, plus one (1) copy of the following:

- A cover letter of interest and narrative statement that addresses qualifications, relevant experience, management style and philosophy.
- An official college transcript from all colleges where a degree was granted.
- A current resume detailing education, work experience, and contact information for five (5) professional references.

- A completed AO-78 Application for Judicial Branch Federal Employment. A copy of the AO-78 Application form may be downloaded from the Court's website at www.waed.uscourts.gov.

This vacancy announcement can be found at www.waed.uscourts.gov.

Submit a complete paper copy of the application, plus one copy, marked confidential to:

Grace Capri Miller
Human Resources Specialist
Office of the Clerk, U. S. District Court
Rm. 840 Thomas S. Foley United States Courthouse
920 West Riverside Avenue - P.O. Box 1493
Spokane, WA 99210

AND

Submit an Electronic Version in PDF format to:

HR@waed.uscourts.gov

Please reference WAEP #2014-6 in the subject line and include your last name.

Interviews will be granted to the most qualified applicants. Travel reimbursement in connection with interviews is not authorized. Relocation expenses may be reimbursed at the discretion of the Court.

Applicant must be a U.S. Citizen or eligible to work in the United States.

Successful applicant will be required to submit to a background investigation which includes fingerprinting, a credit check, and a single scope background investigation by the Office of Personnel Management. As a condition of continued employment, the successful candidate will be subject to an updated background investigation every five (5) years.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits

Benefits include 13-26 days of annual and 13 days of sick leave per calendar year, 10 paid holidays per year, a flexible work schedule, immediate matching Thrift Savings Plan (the government's version of a 401K), pre-tax programs (health, dependent care and transportation), and insurance plans with guaranteed acceptance (i.e., health, life, disability, and long term care). Full information about benefits can be viewed [here](#).

The Eastern District of Washington

The Eastern District of Washington is comprised of twenty counties east of the summit of the Cascade Mountains. WAED includes approximately two-thirds of the land area of the state (41,960 square miles) and is home to 1,495,054 of its citizens (2010 census). WAED has staffed courthouses in three locations: Spokane, Yakima, and Richland. The Court has four active district judges, six senior district judges, and two full-time magistrate judges.

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE**