



**United States District Court  
Eastern District of Washington**

**Vacancy Announcement  
DEPUTY CHIEF U.S. PROBATION/PRETRIAL SERVICES OFFICER  
TYPE II**

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**Position Vacancy# WAEP 2015-06**

**Position Open: April 6, 2015**

**Position Closes: May 8, 2015**

**SALARY RANGE: JSP 14 - JSP 16 (\$98,633 - \$168,700)**

**Salary based on experience and qualifications**

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The U.S. District Court for the Eastern District of Washington seeks a highly proficient and organized Deputy Chief U.S. Probation Officer Type II to carry out the mission of the district and U.S. Probation/Pretrial Services Office. This skilled professional will lead, motivate, direct, and assist the Chief U.S. Probation Officer in all areas of administration and management of the U.S. Probation/Pretrial Services Office. The Deputy Chief will perform a full range of high-level administrative, functional and supervisory work which encompasses the investigation and supervision of offenders/defendants. The incumbent will report directly to the Chief U.S. Probation Officer, and will be subject to random drug screening, as well as updated background investigations. The U.S. Probation/Pretrial Services Office headquarters is located in Spokane with branch offices in Yakima and Richland, Washington.

The ideal candidate will have a thorough knowledge of the Federal Probation and Pretrial Services system and possess management experience. The successful candidate must be able to maintain a professional demeanor, work harmoniously with others, observe ethical standards, and treat all persons courteously and without bias.

In assisting the Chief U.S. Probation Officer in the administration and management of the U. S. Probation/Pretrial Services Office, the Deputy Chief Probation Officer will perform duties and responsibilities such as, but not limited to, the following:

- ◆ Participates in the organization and management of the office to ensure expeditious handling of investigative work for the Court, institutions, and parole authorities, and the effective supervision of defendants and offenders. Ensures statutes, monographs, guidelines, case law, and rules pertaining to pretrial and presentence investigation, and supervision of defendants and offenders are applied and adhered to appropriately.
- ◆ Assists the Chief U.S. Probation Officer in the formulation, implementation, and modification of probation and pretrial services policies and procedures in the district.
- ◆ Assists in the selection of officer, administrative, and support staff personnel for appointment.
- ◆ Manages, develops and mentors staff, including establishing standards, evaluating performance, and handling disciplinary actions, paying particular attention to staff travel, leave and scheduling of work hours.

- ◆ Monitors the supervision of services provided to defendants and offenders. Oversees supervision of staff and related work specialty programming, such as location monitoring, drug and alcohol treatment, and officer safety.
- ◆ Assists the Chief U.S. Probation Officer with making operational decisions, including allocating resources, developing policies and strategies, and researching and initiating new programs.
- ◆ Assists the Chief U.S. Probation Officer in review of budget allocations, supervision issues, and policy developments.
- ◆ Monitors and oversees performance reviews for quality control purposes of the supervision and presentence units.
- ◆ Assists in establishing and maintaining cooperative relationships with other U.S. Probation and Pretrial Services Offices, and with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, social service agencies, and the private sector.
- ◆ Confers with judges, attorneys, and other interested parties to interpret office policy and procedures. Facilitates, mediates, and negotiates complex and sensitive matters with judges, managers, unit executives, and staff.
- ◆ Assists in identifying training needs within the district.
- ◆ Communicates clearly and effectively, both orally and in writing. Participates in public relations that explain pretrial, presentence, probation, post conviction, parole and other correctional services.
- ◆ Demonstrates ability to work in a collaborative manner with supervisors, team leaders, and management staff.
- ◆ Assists in conducting internal investigations of personnel matters as required by the Chief U.S. Probation Officer.
- ◆ Conducts staff meetings and communicates operational status and relevant information to supervisors and staff. Travels to court unit locations to assess and evaluate operational activities as necessary.
- ◆ Performs reviews for quality control purposes of the pretrial, presentence, and supervision units, and performs annual internal office audits, or as directed by the Chief U.S. Probation Officer.
- ◆ Monitors community issues and events with special focus on alleviating hazardous office and field incidents. Assists in managing the development and implementation of the safety program for officers and non-officers.
- ◆ Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- ◆ Complies with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrates sound ethics and mature judgment at all times. Handles confidential information in a careful and deliberate manner.
- ◆ May perform the duties of a probation or pretrial services officer or supervising probation or pretrial services officer, as necessary.
- ◆ Performs related duties as required by the Court and/or the Chief U.S. Probation Officer.

## **QUALIFICATIONS**

The Deputy Chief U.S. Probation Officer Type II requires progressively more responsible experience in investigation, supervision, counseling, and guidance of defendants and offenders in community corrections programs. Qualified applicants must have a minimum of six years specialized experience as a United States Probation Officer to qualify as a JSP-14. To qualify for a position at JSP-15 or JSP-16, a person must possess seven years of specialized experience, one of which must have been at the next lower grade level or its equivalent. (A candidate would meet the qualifications of a JSP-14 if he/she has five years of USPO experience, plus one year at the CPS 29 level.)

## **SPECIALIZED EXPERIENCE**

A minimum of three years progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of the specialized experience. Specialized experience must have been earned after the bachelor's degree was granted.

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

## **EDUCATIONAL SUBSTITUTIONS**

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a Master's Degree or two years of graduate study (60 semester 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 the specialized experience.

## **MEDICAL REQUIREMENTS**

Prior to appointment, (if not federal law enforcement officer), 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 be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of employment, the 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.

## **PHYSICAL REQUIREMENTS**

Officers must possess, with or without corrective lenses, good distance vision in at least one eye and have the ability to read normal-size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant.

## **MAXIMUM ENTRY AGE**

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement experience under the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

## **EMPLOYEE BENEFITS**

Employees of U.S. Probation/Pretrial Services are not classified under Civil Service but are entitled to similar benefits. Employees are eligible for retirement benefits, accrual of annual leave based on years of service, accrual of sick leave, ten paid holidays annually, optional participation in various insurance plans, and participation in Thrift Savings Plan (similar to 401k plan).

Applicants must be U.S. citizens or if a non-citizen, applicants must be exempt from legal restrictions on the use of appropriated funds to pay citizens of certain countries, and be eligible to be employed in the United States under immigration law.

**Court Preferred Skills/Experience:**

- ◆ Possess exceptional leadership skills, be a motivator, maintain a professional demeanor at all times, and have integrity beyond reproach;
- ◆ Possess a record of displaying mature judgment and problem-solving skills with innovative solution to workplace problems, as well as 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 partnerships and teamwork 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 PROCESS**

Interested applicants are invited to apply by submitting a letter of interest stating management/leadership philosophy. Please include a resume detailing knowledge, skills and abilities, and a completed Application for Federal Employment (AO 78 form). Include official college transcript and names and contact information of references **by close of business on May 8, 2015**. This vacancy announcement and the employment application form can be found at [www.waed.uscourts.gov](http://www.waed.uscourts.gov).

Submit complete application packet marked **confidential** to:

Scott M. Morse, Sr.  
Chief U.S. Probation Officer  
U.S. Probation and Pretrial Services  
PO Box 306  
Spokane, WA 99210

Reference: Position Vacancy # WAEP 2015-06

OR

Submit Via Email with Subject Line "Position Vacancy # WAEP 2015-06 to:

[nancy\\_wideman@waep.uscourts.gov](mailto:nancy_wideman@waep.uscourts.gov)

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. The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice. This position is subject to OPM background investigation and mandatory electronic transfer for salary payment.

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