

**UNITED STATES DISTRICT COURT  
UNITED STATES PROBATION OFFICE  
SOUTHERN DISTRICT OF WEST VIRGINIA**

**EMPLOYMENT OPPORTUNITY**

<b>Position:</b>	Chief U. S. Probation Officer	<b>Announcement #:</b>	13-PO-07
<b>Appointment Type:</b>	Full-time; permanent		
<b>Location:</b>	Charleston, WV		
<b>Starting Salary:</b>	JSP 14 - 17 (\$96,690 – \$166,331 per year) <i>Starting salary is based on education, experience and qualifications.</i>		
<b>Promotion Potential:</b>	Up to JSP 17 without further competition		
<b>Opening Date:</b>	September 9, 2013		
<b>Closing Date:</b>	Open until filled. Applications received by <b>September 30, 2013</b> receive priority consideration.		
<b>Open To:</b>	All qualified applicants		

The Chief Probation Officer is under the administrative direction of the Chief Judge of the District Court, and is directly responsible for the administration of the consolidated Pretrial Services/Probation Office (herein after Probation Office). The U. S. District Court for the Southern District of West Virginia serves 23 counties with headquarters in Charleston and divisional offices in Beckley, Bluefield, Huntington, and Parkersburg. The Court is comprised of five active district judges, one senior district judge, and three full-time magistrate judges. The U. S. Probation Office consists of 44 employees and shares administrative services staff with the Clerk's Office.

**Representative Duties:**

- Organizes the Probation Office to ensure expeditious handling of investigative pretrial and probation work for the courts and other institutions and the effective case supervision of probationers and those on supervised release.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Sentencing Guidelines requirements for the administration of probation and supervised release 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.
- Selects and recommends candidates for appointment as probation officers to the Court and appoints all non-officer personnel; provides specific recommendations to the Court in all other personnel matters, including promotions, salary increases, disciplinary

actions, and dismissals; ensures all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.

- Manages the staff of the office including all clerical, professional, and supervisory personnel.
- Responsible for operating budget and estimates of personnel, space allocation, and operating allowance needs; oversees and is responsible for providing adequate space, equipment, and supplies for the operation of the office; 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 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.
- 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 sentencing practices.
- Establishes and maintains cooperative relationships with other probation and pretrial offices to assure 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.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program that explains probation, supervised release, and other correctional services to the community; assumes responsibility for communication with the news media.
- Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of probation officers.

- Performs related duties as required by the Court.

**Minimum Qualifications:**

To qualify for a position of Chief Probation Officer JSP-14 through JSP-17, a person must have received a Bachelor's Degree from an accredited college or university and possess at least five years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

**Specialized Experience:**

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or probation/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.

Specialized experience must be earned after the Bachelor's Degree has been granted.

**Substitutions:**

Three years of substantial management experience may be substituted for the requirement that one of the five years of specialized experience be at or equivalent to the next lower grade level. If the candidate does not have three years substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

**Substantial Management Experience:**

Substantial management experience is a 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 within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

**Court-Preferred Skills:**

The following additional qualifications, skills, and experience are preferred, but not required:

- A graduate degree in a closely related field received from an accredited university.
- Previous management/leadership experience, education, or training relevant to U. S. Probation Office operations including the equal acknowledgement and leadership of its three units: Pretrial Services, including supervision, Presentence Unit, and Post-Conviction Supervision.
- Substantial/high-level management experience in financial management, oversight of information technology and human resources functions, and experience in long- and short-range planning.

- Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Substantial knowledge of and experience in the operations and management of federal probation and pretrial services.
- Excellent organizational leadership and management skills.
- 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 and re-entry initiatives which clearly link to current and future operations and activities.

### **Maximum Entry Age:**

There is no “maximum entry age” for this position. However, **in order to be included under federal law enforcement officer retirement provisions**, an individual hired must meet the requirements of the “maximum entry age” provisions as follows: First-time appointees to positions covered under law enforcement officer provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirements.

### **Medical Requirements:**

If the candidate is appointed for the first-time under the federal law enforcement retirement provision, the selectee for this position will undergo a medical examination and drug screening. Any final candidate is subject to drug screening. Upon successful completion of the medical examination and drug screening, the court may then appoint the selectee provisionally, pending a favorable background investigation and suitability determination. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at [www.uscourts.gov](http://www.uscourts.gov). As a condition of employment, the incumbent will be subject to ongoing random drug screening, and, as deemed necessary by the court for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

### **Employee Benefits:**

This position is covered by the Judicial Salary Plan and is entitled to benefits that include participation in the Federal Employees’ Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave annually, accrual of 13 days of sick leave annually, a long term disability plan, a long term care program, periodic salary increases, and 10 paid holidays per year. To qualify for coverage under the law enforcement

provision of the Federal Employees Retirement System, there is a mandatory retirement age of 57 with 20 years federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits.

**Information for Applicants:**

The United States Probation Office is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. The final candidate must submit to a background investigation, which includes fingerprinting, a credit check, and a full field background investigation, by the Office of Personnel Management. As a condition of employment, the incumbent will also be subject to an updated background investigation every five years. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request.

**Application Process:**

Qualified applicants are invited to submit: 1) a cover letter of two pages or less that outlines your management philosophy and addresses the knowledge, skills, and experience you possess to perform the duties of the Chief Probation Officer and 2) a detailed resume including education, previous employment, and salary history to the mailing address or email address below. To receive priority consideration, application materials must be received by the close of business **September 30, 2013**. Only applicants selected for interview will be contacted. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Korin Parsons, Human Resources Specialist  
Attention: Vacancy # 13-PO-07  
P.O. Box 2546  
Charleston, WV 25329-2546  
Email: [Korin\\_Parsons@wvsc.uscourts.gov](mailto:Korin_Parsons@wvsc.uscourts.gov)

***The United States Probation Office is an equal opportunity employer and values diversity in the work place.***

The U. S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.