

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**



VACANCY ANNOUNCEMENT

Date: **October 24, 2023**
Position Title: **Chief Probation Officer**
Salary Range: **JSP 15 - JSP 18 (\$136,908 - \$213,778)**
Closing Date/Time: **Extended through November 20, 2023***
Location: **TBD (Duty station must be in the Middle District of Florida)**
Starting Date: **April 1, 2024**
Announcement #: **23-62**

*** All Applications previously submitted for this vacancy remain under consideration.**

POSITION OVERVIEW:

The United States District Court for the Middle District of Florida is seeking a qualified individual for the position of Chief Probation Officer. The Chief Probation Officer administers and manages the daily operations of the U.S. Probation Office. The incumbent is responsible for ensuring the expeditious handling of all investigative work for the Court, the effective supervision of probationers, parolees, and persons on supervised release, preparation of presentence reports and sentencing recommendations, and the administration of the district-wide programs for drug/alcohol/mental health services for defendants. The Chief Probation Officer formulates the annual budget and manages all federally appropriated funds. As Certifying Officer for Probation, the Chief Probation Officer authorizes all expenditures of the Probation Office and maintains appropriate fiscal controls. The Chief Probation Officer fulfills statutory duties of the position and supervises activities of the United States Probation Office. The Chief Probation Officer is a Court Unit Executive who operates under the direction of the Chief Judge and the Court. The Middle District of Florida currently has twenty-seven U.S. District Judgeships (twelve of whom are senior Judges), and eighteen authorized Magistrate Judgeships. Geographically, the district covers thirty-five counties from the Georgia border on the northeast to south of Naples on Florida's southwest coast. The United States Probation Office for the Middle District of Florida has 165 staff members on board in five divisional offices located in Fort Myers, Jacksonville, Ocala, Orlando, and Tampa, and satellite offices in Carrollwood, Riverview, Cocoa and Sarasota. The Chief Probation Officer performs duties required by the Chief Judge and the Court, including:

- Organizes the Probation Office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of persons placed on probation, supervised release, and parole.
- Reviews, analyzes, and interprets statutory, Judicial Conference, U.S. Sentencing Commission, and Parole Commission requirements for the administration of probation, parole 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; oversees all other personnel matters including promotions, salary increases, disciplinary actions and dismissals within the probation office; ensures that all personnel are carefully selected and adequately trained.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Directs the probation office financial service functions including management of the annual budget and oversight of purchasing, contracting, and accounting functions in compliance with the U.S. Government and Judicial Branch regulations and controls.
- Projects personnel needs, space allocation, operating allowances and other district 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.
- 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.
- Reports directly to the Chief Judge. Maintains liaison with other district judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing and community supervision practices.
- 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.
- 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, parole, and other correctional services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Communicates and collaborates with Pretrial Services to maximize shared services, wherever feasible and sustainable.
- Performs related duties as required by the Court.

MINIMUM QUALIFICATION REQUIREMENTS:

Educational Requirements:

A bachelor's degree from an accredited college or university. A master's degree is preferred.

Specialized Experience:

A minimum of three years of specialized experience is mandatory. One of the three years must have been at the next lower grade level or its equivalent. Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or probation programs, preferably at the federal level. 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. Experience in police officer, FBI agent, customs agent, marshal, or similar positions does not meet the requirements of specialized experience,

unless it is criminal investigative experience. Specialized experience must be earned after the bachelor's degree has been granted.

Crediting of 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 deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

AGE REQUIREMENTS FOR FEDERAL LAW ENFORCEMENT RETIREMENT PROVISIONS:

To be included under federal law enforcement officer retirement provisions, first time appointees must not have reached their 37th birthday at the time of appointment. For an applicant with previous LEO experience under the CSRS or the 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.

ADDITIONAL REQUIREMENTS:

This is an executive, high-sensitive position within the Judiciary. Successful applicants will be required to submit to a background investigation which includes drug screening, fingerprinting, a credit check, and a full field background investigation by the Office of Personnel Management. Prior to first-time appointment under the federal law enforcement retirement provision, the selectee for this position will undergo a medical examination. Employment is provisional pending the successful completion of a ten-year, full field background investigation and favorable suitability determination. All probation officers, including the Chief, are subject to ongoing random drug screening. Investigative updates are required every five years. Background investigation/re-investigation for current federal judiciary employees are subject to review by the hiring authority. The court requires all employees to adhere to the Code of Conduct for Judiciary Employees, available at www.uscourts.gov.

BENEFITS:

Full-time employees of the United States Probation Office are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. Additional benefit information is available at <http://www.uscourts.gov/careers/benefits>. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

APPLICATION PROCESS:

Qualified applicants must submit:

1. A letter of interest which includes a detailed narrative statement addressing specific qualifications and relevant experience that outlines your personal characteristics and management philosophy.
2. Respond to each of the factors below by the appropriate letter.
 - a) Describe your level of participation and scope of responsibility in your current organization.
 - b) Briefly describe your knowledge in budget management, facilities management, and procurement guidelines.
 - c) In the area of human resources management, describe the most challenging experience(s) you have had managing employee relations.
 - d) Describe your experience in policy research and development or data analysis to achieve the desired outcomes.
3. A resume and copies of last two performance appraisals.

Selection Criteria:

Candidates will be assessed on their relevant experience; education and training; application submission; and on the strength of their interview and presentation.**

** Those selected for a personal interview will be required to make a presentation, not to exceed 15 minutes. The presentation topic will be shared when the candidates are notified of the interview.

All documents should be submitted as a **single pdf** with the reference number (23-62 Chief Probation Officer) in the subject line via e-mail to: submissions@flmd.uscourts.gov.

Applicants deemed most qualified will be invited to participate in a personal interview with the judges of the Court. Candidates who are not selected for an interview will be notified of such at the conclusion of the recruitment process.

The United States District Court is an Equal Opportunity Employer