



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
PROBATION OFFICE  
Tampa, FL**

**VACANCY ANNOUNCEMENT  
Assistant Deputy Chief Probation Officer (Post-conviction)  
No 2019-10**

**\$98,619- \$160,317 (CL 31/1 – CL31/61)  
based on salary history within the judiciary  
Opens: May 23, 2019 Closes: June 14, 2019**

**Introduction:**

The U.S. Probation for the Middle District of Florida is seeking qualified applicants for the position of Assistant Deputy Chief (Type I). This position will be located in Tampa, however, may be amended at the Chief Probation Officer's discretion. Geographically, the district covers thirty-five counties from the Georgia border on the northeast to south of Naples on Florida's southwest coast. There are five divisional offices located in Tampa, Jacksonville, Ocala, Orlando, and Fort Myers, and satellite offices in Cocoa and Sarasota and employs approximately 176 staff members. The Middle District of Florida currently has twenty-seven U.S. District Judges (fifteen of whom are senior Judges), and sixteen Magistrate Judges. Frequent travel within district is required as is out of district travel.

**District Vision Statement:**

The Middle District of Florida seeks to exemplify a learning organization where our mission is realized through shared learning and experiences; and, everyone is encouraged to develop to their fullest potential. We encourage all staff to use their strengths to explore opportunities for meaningful personal, professional, and organizational growth. We expect and support team members to continue to develop throughout their careers. We recognize that individuals have varying talents and passions, and we seek to match roles, responsibilities, and opportunities to individual strengths, while still meeting the mission of the organization. We believe that leadership is a shared responsibility of all team members and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving. We strive for horizontal and vertical alignment of all staff to meet the mission and vision of the organization and pursue this through clearly articulated expectations and shared accountability.

**Representative Duties:**

The Assistant Deputy Chief Probation Officer serves as an assistant to the Chief Probation Officer in the administration and management of probation and parole services. This position is responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined for the supervision units.

The Assistant Deputy Chief has a variety of duties and responsibilities that include, but are not limited to, the following:

- Participates in the organization and management of the probation office to insure expeditious handling

of investigative work for the courts and institutions, and the effective supervision of probationers, parolees, and supervised releasees.

- Assists in the formulation, implementation, and modification of supervision policies with a focus on development of policies/procedures that encourages the use of Evidence-Based Practices.
- Assist other senior managers and the unit executive with making operating decisions, including allocating resources, developing policies and strategies, identifying training needs and initiating new programs.
- Audits and reviews offender files to verify compliance with national, local, and agency policies, procedures, court-specified conditions, and administrative practices and to identify problems, trends, and other issues. Use statistical reports to monitor the management of cases and takes appropriate action.
- As directed, serves as the primary link between policy decisions of the Chief and implementation of same concerning operation of administrative functions under assigned area of responsibilities, supervision issues, and policy developments. Conducts staff meetings and communicate operational status and relevant information to supervisors and staff.
- Participates in budget preparation, planning, justification and execution.
- Manages and supervises office staff including clerical, supervisory, and administrative personnel; paying particular attention to travel, leave, and scheduling of work hours. Conducts performance appraisals for direct reports.
- Assists and reviews all staffing needs. Participates in the selection of professional and clerical/support personnel for appointment and promotions.
- Assists in establishing and maintaining cooperative relationships with other U.S. Probation offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining 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 which encourage staff loyalty, enthusiasm, and morale consistent with the Mission, Vision and Values of the organization.
- Participates in public relations which explain probation and other correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Occasionally, the incumbent may perform the duties of a probation officer or supervisory probation officer or other related duties as required by the Chief Probation Officer.

#### **Minimum Qualifications and Experience:**

The Asst. Deputy Chief U.S. Probation Officer requires progressively, more responsible experience in investigation, supervision, counseling, and guidance of adult offenders in community correction programs. To qualify for this position, an applicant must have a minimum of six years specialized experience as a United States Probation Officer, and at least three years at the CL30 level in supervision.

Advanced degree in the social sciences is preferred.

**Extensive** in-district travel is required. Must be able to travel frequently and have the ability to be available beyond a standard 40-hour work week when necessary.

#### **Personal Characteristics and Skills:**

The Middle District of Florida strives to maintain and grow a productive, progressive, and positive culture, and we recruit and retain staff that promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. A

successful candidate will possess the following qualities: optimistic, introspective, honest, helpful, curious, adaptable, committed, and accountability.

Must have the ability to develop and coach others, fosters information sharing, and see the “big picture.”

Have a record of displaying good judgment and of being a proven problem-solver who can provide innovative solutions to workplace problems as well as employee relations issues.

The selected candidate will be expected to demonstrate an understanding of the Charter for Excellence and will exemplify such in their day to day behavior.

The incumbent must have a thorough understanding of PACTS and DSS and demonstrate the ability to use PACTS and DSS reports to formulate solutions to problems. He or she must further demonstrate the ability to use data to assess trends and ensure evidence-based practices.

The selected candidate must have a broad knowledge of management principles, practices, and techniques, and evidence based practices and be skilled in their application. A good understanding of program and service policies and procedures is essential to support decisions and to exercise good judgment. Must be a perennial learner with the desire to be an expert in our changing field.

The successful candidate must be skilled in communicating effectively; both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.

#### **How to Apply:**

Applicants must submit a letter of interest which includes a detailed narrative statement addressing specific qualifications and relevant experience that outlines your personal characteristics and management philosophy.

The letter should address the knowledge, skills, and experience necessary to perform the duties of the Assistant Deputy Chief Probation Officer along with relevant examples or outcomes of your work. The letter should be no more than 4 pages, single spaced.

Kindly attach 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 emailed to [Josianne\\_mcgregor@flmp.uscourts.gov](mailto:Josianne_mcgregor@flmp.uscourts.gov). In the subject line, note **2019-10**.

Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response. Applicant must travel at their own expense. Relocation expenses are not reimbursable.