



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION

Middle District of Florida

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Announcement # 24-1

Position	Assistant Deputy Chief Probation Officer, Court Services
Date Opened	February 12, 2024
Closing Date	March 04, 2024
Location	TBD (Duty station must be in the Middle District of Florida)
Classification Level & Salary Range	CL 31, Steps 1 – 61 \$114,971 - \$186,885 (commensurate with experience)

Introduction

The U.S. Probation for the Middle District of Florida is seeking qualified applicants for the position of Assistant Deputy Chief Probation Officer (Type I). This position will be located within the Middle District of Florida, 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. The United States Probation Office for the Middle District of Florida has 154 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. Frequent travel within district is required as is out of district travel.

The Assistant Deputy Chief Probation Officer primarily assists the Chief Probation Officer in the district-wide administration and management of the agency. The selected individual will lead, direct, and supervise staff at multiple levels, with primary management and oversight responsibility of the district's presentence operations. As an integral part of the agency's executive management and leadership team, the incumbent will demonstrate progressively responsible experience and knowledge in presentence investigations and other agency operations as assigned by the Chief Probation Officer.

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 overall administration and management of supervisors, probation officers, and officer assistants in presentence units as well as other probation office staff as needed. Additionally, the incumbent may provide oversight, as required, in program areas of finance, procurement, space & facilities, and administrative support services, or other district operations as assigned by the Chief Probation Officer.

- Participates in the organization and management of each divisional office to ensure that services provided to the Courts are of the highest quality and are being submitted in a timely manner.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of presentence policies, new legislation, guideline amendments, and other sentencing issues.
- Assists other senior managers and the unit executive with making operating decisions, including allocating resources, developing policies and strategies, identifying training and developmental needs and initiating new programs.
- Oversees quality control of presentence operations, including random reviews/checks of presentence reports and investigative activities; review of the Probation and Pretrial Services Case Tracking System (PACTS) and PACTS-PSX; review of Decision Support System (DSS) reports, and review of other relevant information.
- Uses statistical reports to monitor the management of cases and takes appropriate action.
- Assists with the identification and review of staffing needs. Participates in personnel matters, to include selection of candidates for appointment and promotions, disciplinary actions, and dismissals.
- Participates in budget preparation, planning, justification, and execution.
- Manages, develops, and mentors supervisory probation officers and other staff members, including establishing standards, evaluating performance, and engaging in proactive performance management.
- Manages and supervises office staff including clerical, supervisory, and administrative personnel; paying particular attention to travel, leave, and scheduling of work hours.
- Conduct performance appraisals for direct reports and reviews and approves performance appraisals completed by supervisory staff.
- Assists in establishing and maintaining cooperative relationships with other U.S. probation offices to assure all requests for assistance from other districts are met promptly and effectively.
- Serves as a liaison to the United States Sentencing Commission to identify training needs, implements guideline policy changes and oversees the timely submission of sentencing information.
- Maintains open communication with the Bureau of Prisons and the United States Marshals Service to ensure the timely designation of offenders sentenced by our court.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement and correctional and social service agencies.
- Participates in public relations which explains probation and other correctional services to the community.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- Assists with developing and cultivating a positive, collaborative, and supportive organizational culture.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Assists with approving requisitions; certifying vouchers for payment; and maintaining appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Actively participates in the space utilization, contract requirements and budget projections.
- Occasionally, the Assistant Deputy Chief Probation Officer may perform the duties of a probation officer or supervisory probation officer.
- Performs other related duties as required by the Chief Probation Officer and the court.

Qualifications:

Must possess a bachelor's degree from an accredited college or university in a field of academic studies, such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position.

The Assistant Deputy Chief Probation Officer - Court Services, requires progressively more responsible experience in sentencing issues relating to federal offenses. Qualified applicants must have a minimum of six years specialized experience with a minimum of three years at the CL30 level.

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.

Court Preferred Skills:

Advanced degree is preferred. Incumbent must possess the ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner. Must have time management skills, be detailed-oriented and have the ability to handle multiple tasks simultaneously.

Desirable Personal Characteristics:

The Middle District of Florida strives to maintain and grow a productive, progressive, and positive culture. 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 always maintain a professional appearance and demeanor. A successful candidate will possess the following qualities: optimistic, introspective, honest, helpful, curious, adaptable, committed, and accountable.

Complies with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Always demonstrates sound ethics and good judgment.

Must have the ability to develop and coach others, foster information sharing, identify and appreciate multiple perspectives, 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 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.

The selected candidate must have a broad knowledge of management principles, practices, and techniques, and be skilled in their application. A good understanding of programs and services and 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 the following:

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. 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.
2. A detailed resume that includes education, previous employment, and salary history with Grade level.
3. Your last two (2) performance appraisals. If unavailable, please provide explanation in the letter of interest.

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.

Kindly email all documents to Jacqueline_dennis@flmp.uscourts.gov In the subject line note Assistant Deputy Chief Application **2024-1**

ADDITIONAL INFORMATION

We will only communicate with those invited for a personal interview; incomplete submissions will not be considered. If selected for an interview, applicants must travel to the district at their own expense, Relocation expenses are not reimbursable.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

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