



**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF FLORIDA
VACANCY ANNOUNCEMENT**

**No. 2019- 13
Tampa, Florida**

Supervisory United States Probation Officer

CL 29-CL30 - \$70,965 - \$136,302 *

Opens: July 16, 2019 Closes: July 31, 2019

* Based on salary history with the judiciary. Promotion potential to CL 30 without further competition based on performance.

Introduction:

The U.S. Probation for the Middle District of Florida is seeking qualified applicants for the position of Supervisory U.S. Probation Officer in the Tampa Division. **The incumbent will supervise presentence officers and support staff.**

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, Riverview, Carrollwood, and Sarasota.

Our district is a progressive district that values team learning and shared experiences. 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.

Representative Duties:

- Assigns and schedules the work of the unit with regards to presentence investigations, including clerical support. Monitors and reviews all investigation and other case work assigned to staff under his/her supervision to ensure maintenance of service delivery and adherence to existing policies, procedures and guidelines.
- Provide intensive and targeted training for new officers. Promotes staff development through training, coaching, and facilitating professional development.
- Confers with probation officers individually and makes suggestions for improvement in investigative and report writing.
- Serves as liaison with the Court on scheduling matters and other matters as appropriate.

- Exercises supervisory and management control over personnel, paying particular attention to travel, leave and scheduling of work hours. Maintains and certifies attendance and leave of unit members.
- Recommend or advise superiors on proposed changes to enhance the overall capability/productivity of the total organization; assist with employee problems when possible, and effecting disciplinary actions when required.
- Develops and maintains expertise/familiarity in all matters relating to the Federal Sentencing Guidelines. Assist officers with guideline applications and sentencing recommendations.
- Evaluates performance and rates the proficiency of probation officers and clerks on a consistent and timely basis.
- Participates with the Chief Probation Officer, Deputies, and other administrative staff in the development of programs and policies to increase the effectiveness of the Office. Serves as a major communication link between line staff and the administration, assuring implementation of administrative direction.
- Maintains responsibility for staff relationships and morale within the unit, encouraging loyalty and enthusiasm; maintains a supportive atmosphere; assists with fostering and perpetuating the Charter for Excellence. Assures a work environment that supports the desired culture of the district and the agency's Vision Statement.
- Performs other duties as the Court and the Chief Probation Officer may direct.

Minimum Professional Qualification Requirements:

To qualify for the position of Supervisory Probation Officer the applicant must have five years of specialized experience with at least one year at CL 28. For placement at a CL 30, an applicant must have at least one year at a CL 29.

Demonstrated knowledge and characteristics of a journeyman probation officer, an understanding of the theories and practices of public administration and the ability to supervise the activities of others.

Candidates with an advanced degree in the social sciences are preferred.

Personal Characteristics and Qualifications:

This position will require the successful candidate to have excellent organizational skills essential to managing staff and the day-to-day functions of an office. Skill in developing the interpersonal work relationship needed to lead a team of employees. The ability to exercise mature judgment and to manage multiple projects simultaneously are required characteristics.

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.

He or she must demonstrate sound ethics and good judgment at all times and handle confidential and sensitive information appropriately.

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, influence decision-makers, and provide training; and must be skilled in using current information technology applications and capabilities.

How to Apply:

Applicants must submit a cover letter, resume, copies of most two recent evaluations, and a supplemental addressing the following:

1. What are the most important competencies of a successful supervisor, and why?

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 josianne_mcgregor@fmp.uscourts.gov. In the subject line, note **2019-13**

Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response.

Applicants selected for interviews must travel at their own expense. Relocation expenses are not reimbursable.