



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

**VACANCY ANNOUNCEMENT  
Supervisory United States Probation Officer  
No 2019-11**

CL 29 - CL 30 (\$70,965 - \$136,302) \*  
Opens: **June 3, 2019** Closes: **June 14, 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 manage a unit of supervision officers and support staff. More than one (1) position may be filled from this announcement.

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.

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:** The primary function of a Supervisory Probation Officer is to strengthen and improve the skills and performance of a group of probation officers and support personnel. He or she supervises their professional work, assigns and coordinates their tasks, and guides them in developing good case work practices.

- Assigns and schedules the work of the office with regard to all investigative and case supervision work, including clerical support. Monitors and reviews all investigation, supervision, 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.
- Confers regularly with probation officers; provides direction and assistance to the officers on improving investigative, supervision, and writing skills. Assists officers in meeting the needs of offenders with complex problems and circumstances; provides leadership in development of sanction alternatives, utilization of community resources, and application of professionally sound case management principles.
- Determines the adjustment of offenders under supervision in consultation with the assigned officers; assists in decision making for recommendations for early termination, extension of supervision, and probation revocation; approves all recommendations to the Court or U. S. Parole Commission for issuance of warrant or summons for revocation.
- Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences, and increasing levels of responsibility in assignments.
- Evaluates the performance and professional development of the staff on a systematic and regular basis.
- Conducts staff meetings to identify performance and operational problems, and to develop appropriate solutions.

- 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.
- 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.
- Supervises the field travel and leave to include review and approval of all travel vouchers and leave of staff in the unit.
- 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.
- Develops and maintains expertise/familiarity in all matters relating to supervision and the Federal Sentencing Guidelines and their impact on each other.
- Develops an understanding and cooperative relationship with law enforcement, federal and state government and community agencies with which the office comes in contact.
- Performs the duties of a line officer as required and other duties as the Court and the Chief Probation Officer may direct.
- Assumes the responsibility for case handling of emergency situations in the absence of probation officers.

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

To qualify for a position as 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. 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.

The incumbent must have a thorough understanding of PACTS and DSS reports. He or she must demonstrate an understanding of Evidence Based Practices and its relationship with federal supervision and demonstrate the ability to use PACTS and DSS reports and data to assess trends and guide the work of officers to 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, 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, and a supplemental answering the following question:

1. Examine the role of leadership as a Supervising U.S. Probation Officer.

**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@flmp.uscourts.gov](mailto:josianne_mcgregor@flmp.uscourts.gov). In the subject line, note **2019-11**

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

Seniority will not be a decisive factor in the selection process as an emphasis will be placed on demonstrated knowledge, skills, and abilities; job performance; commitment to continuous professional development; professional accomplishments; contribution(s) to the district and/or federal probation; and interpersonal skills. The aforementioned is not an exhaustive list of all factors to be considered nor will possession of all listed factors guarantee a promotion.