



## VACANCY ANNOUNCEMENT

### UNITED STATES PROBATION OFFICE

Middle District of Florida

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**Announcement # 25-20**

<b>Position</b>	Assistant Deputy Chief Probation Officer (Post-Conviction Supervision)
<b>Date Opened</b>	August 18, 2025
<b>Closing Date</b>	September 8, 2025
<b>Location</b>	TBD (Duty station must be in the Middle District of Florida)
<b>Classification Level &amp; Salary Range</b>	CL 31, Steps 1 – 61 \$117,178 - \$190,434 (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 150 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 post-conviction supervision and support units. The selected individual is responsible for managing first line supervisors at one or more offices, as well as overseeing a full range of district level operational and administrative duties. As an integral part of the agency's executive management and leadership team, the incumbent will demonstrate progressively responsible experience and knowledge in supervision and other agency operations as assigned by the Chief Probation Officer.

### **District Mission Statement:**

The mission of the Middle District of Florida Probation Office is to protect the public, promote the fair and impartial administration of justice, and facilitate meaningful positive changes in the lives of others.

### **District Vision Statement:**

The Middle District of Florida Probation Office will be the gold standard for community corrections agencies. We will set the benchmark for best practices and continually seek to raise the bar. We will provide superior service, complete superior investigations, engage in superior supervision, and have the greatest positive impact on others, the community, and society. We will do so by equipping, empowering, and engaging a highly developed, talented, and motivated staff, one in which all members collaboratively cultivate a culture that embodies our core values and guiding principles.

## **Representative Duties:**

The Assistant Deputy Chief Probation Officer assists the Chief Probation Officer and Deputy Chief Probation Officer in the overall administration of the Probation Office and the supervision and management of supervisors, probation officers, and officer assistants in Supervision 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.
- 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, 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.
- 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.
- 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.
- Oversees quality control of operations, including random reviews/checks of and investigative and supervision activities; review of the Probation and Pretrial Services Case Tracking System (PACTS); 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.
- 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 other policy developments.
- Conducts meetings and communicates operational status and relevant information to supervisors and staff.
- Assists with the identification and review of staffing needs. Participates in personnel matters, to include, disciplinary actions, dismissals, and selection of candidates for appointment and promotion.
- 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.
- Conducts 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 ensure all requests for assistance from other districts are met promptly and effectively.
- 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 explain 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.
- 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 study, such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration, that 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 - Requires progressively responsible experience in investigation, supervision, counseling, and guidance of individuals in community corrections environments. 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 CL 30 level in supervision.

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:**

An 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. The incumbent 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 develop and maintain a productive, progressive, and positive culture. We recruit and retain staff that promote and reflect that culture and thrive within it. The successful candidate must be a leader, motivator, and mentor; must be mature and highly organized; must be tactful and demonstrate sound, ethical judgment; must remain calm and poised in all situations; must demonstrate initiative; and must always maintain a professional appearance and demeanor. A successful candidate will value and promote honesty, integrity, and dignity; innovation and creativity; safety and wellness; continuous growth, development, and improvement; teamwork and collaboration; and shared leadership.

Compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.

The ability to develop and coach others, foster information sharing, identify and appreciate multiple perspectives, and see the "big picture."

Has 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 and ensure evidence-based practices.

The selected candidate must have a broad knowledge of management principles, practices, and techniques, and be skilled in their application. The incumbent must have a good understanding of programs and services and policies and procedures, all of which is essential to support decisions and in the exercise of good judgment. The incumbent must be a perennial learner with the desire to be a subject-matter-expert in our ever-changing field.

The successful candidate must be skilled in communicating effectively; both orally and in writing, with both individuals and groups, to provide information, facilitate meetings, influence decision-makers, and prompt 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 five pages, single spaced.
2. A current resume that includes your current salary and a complete salary history to include the pay grades that affirm the CL requirements for a CL 31 as listed above (not necessary if current MD/FL employee),
3. Copies of last two performance appraisals (not necessary if current MD/FL employee). If unavailable, please provide explanation in the letter of interest.

To apply, kindly email all documents in PDF format to [Jacqueline\\_dennis@flmp.uscourts.gov](mailto:Jacqueline_dennis@flmp.uscourts.gov) In the subject line note Assistant Deputy Chief Application **2025-20**

### **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 may be required to make a presentation, not to exceed 20 minutes. The presentation topic will be shared when the candidates are notified of the interview. (At the Chief Probation Officer's discretion, candidates selected for a personal interview might be asked to make an opening statement in lieu of a presentation.)

### **Additional Information:**

The Probation Office will only communicate with candidates 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 to appear in-person. 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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