



UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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JOB OPPORTUNITY NUMBER: FY20-015 (Amended)

POSITION: Chief U.S. Probation and Pretrial Officer

LOCATION: Norfolk, Alexandria, or Richmond, Virginia

Opening Date: September 11, 2020

**Closing Date: Open until filled
Applications received by October 4, 2020,
will receive first consideration**

SALARY RANGE: JSP 15-18 (salary range varies by duty station)

Area of Consideration: Qualified judiciary employees

POSITION OVERVIEW

The United States District Court for the Eastern District of Virginia is seeking a qualified Chief U.S. Probation and Pretrial Services Officer (the Chief). **The position is available May 1, 2021.** The Chief administers and manages federal probation, pretrial, and parole services for the entire district, which includes courthouse and satellite office locations in Alexandria, Manassas, Newport News, Norfolk, and Richmond. The position currently supervises a staff of 121 employees, including probation officers and clerical support. The Chief, in conjunction with the Clerk of the District Court (the Clerk) also oversees the information technology shared service staff. The Chief Probation Officer is under the administrative direction of the Chief Judge for the district court and is directly responsible for the administration of the probation office. **Travel is required.**

DUTIES AND RESPONSIBILITIES

- Organizes the probation/pretrial services office to ensure the expeditious and competent handling of investigative work for the courts, institutions, and parole authorities and the effective supervision of persons placed on pretrial release, probation, parole, and supervised release.
- Maintains communication with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound bond release decisions, sentencings, and supervision practices. Ensures that bond reports, presentence reports, and other reports going to the judges are thorough, accurate, and timely.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of pretrial, probation, and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Selects and recommends to the Court. candidates for appointment as probation officers and appoints all non-officer staff; provides specific recommendations to the Court on managerial promotions, and in all other personnel matters, including disciplinary actions, and dismissals; determines that all staff are carefully selected and adequately trained; and makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office, including all clerical, professional, supervisory, and administrative personnel.

- Makes estimates of personnel, space allocation, and operating allowance needs; prepares an annual budget for the Chief Judge's approval; approves requisitions; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making authority to appropriate levels; provides qualitative and quantitative measures for work performance, and ensures accountability with minimal interference to service delivery.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- Establishes and maintains a collaborative working relationship with the Clerk in a shared services environment. The Chief works with the Clerk to ensure that high quality administrative services are provided to the District and its employees.
- Establishes and maintains collaborative relationships with other probation and pretrial services offices to ensure all requests for assistance from other districts are met promptly and competently.
- Establishes and maintains collaborative relationships with all components of the criminal justice system to include federal, state, tribal, local law enforcement, correctional, and community and social service agencies.
- Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
- Establishes and maintains collaborative relationships with the Administrative Office of the United States Courts.
- Performs related duties as required by the court.

QUALIFICATIONS

Successful candidates must be adept 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. The successful candidate will also have a deep respect for and commitment to the work of the court, and the ability to lead with vision and integrity.

To qualify for the position up to JSP 16 level, the applicant must have a bachelor's degree from an accredited college or university and possess at least three years of specialized experience. Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs. Specialized experience must have been earned after the bachelor's degree was granted. Experience earned as a police officer, FBI agent, customs agent, deputy marshal or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience. The three years of specialized experience is mandatory and does not permit any substitutions.

To qualify for higher than JSP 16 level, three years of substantial management experience is required, in addition to the three years of specialized experience. Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning.

Additional Requirements

- Excellent organization and prioritization skills;
- Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner;
- A performance history that demonstrates outstanding interpersonal, problem solving, conflict resolution, and organizational leadership skills;
- Ability to analyze problems and develop solutions;
- Ability to balance the demands of varying workload responsibilities and deadlines without sacrificing quality;
- Proficiency in key business software applications such as Word and Excel; and
- Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing.

COURT-PREFERRED SKILLS

- Substantial/high-level management experience in financial management, oversight of information technology and human resources functions, and experience in long and short-range planning.
- Proven skills in problem solving, resources management and staff motivation.
- Demonstrated commitment to and expertise in evidence-based practices and treatment, and in the development of organizational practices rooted in evidence-based principles to improve offender outcomes and reduce recidivism.
- Comprehensive knowledge of and substantial experience in all areas of the operation and management of a federal probation and pretrial services office. Knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.

APPLICANT REQUIREMENTS AND CONDITIONS OF EMPLOYMENT

- Each applicant must be a U.S. citizen or eligible to work in the United States.
- This position will require travel. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage.
- Applicants must be able to meet the medical requirements and the essential job functions derived from the medical guidelines of probation officers, pretrial services officers, and officer assistants as detailed at <https://www.uscourts.gov/> (click on U.S. Probation and Pretrial Services Officers/What Professional Standards Apply to Them/ Officer and Officer Assistant Medical Requirements). Incumbents are subject to on-going random drug screening.
- If the selectee is currently in a federal hazardous duty position, mandatory retirement requirements apply.
- Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, performance, education, and training. At the Court's direction, references and former employers (whether listed as references or not) of the final group of candidates may be called to seek information on past performance history.
- The Court requires employees to adhere to a Code of Conduct that can be found at <http://www.uscourts.gov/> (click on Rules and Policies/Judiciary Policies/Code of Conduct for Judicial Employees).
- Prior to appointment, applicants considered for this position may undergo a full field

background investigation and a credit record check. Incumbent may be subject to updated background investigations every five years.

- Employees are required to use electronic fund transfer (direct deposit) for payroll.
- Relocation expenses may be reimbursed at the discretion of the Court and subject to the availability of funds.

BENEFITS

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days
- Retirement benefits under the Federal Employee Retirement System (FERS), which includes the Thrift Savings Plan, a 401K style retirement savings program with employer matching and automatic contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Dental and vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Federal Long Term Care Insurance Program (LTC)

RETIREMENT COVERAGE

To qualify for coverage under the law enforcement provision of the federal retirement system, there is a mandatory retirement age of 57 with 20 years of federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits.

APPLICATION PROCEDURES

Qualified applicants should submit the following documents:

- A letter of application that outlines your personal management philosophy and addresses the knowledge, skills and experience necessary to perform the duties of the Chief Probation and Pretrial Services Officer (no more than three pages in length);
- A current resume detailing the applicant's years of specialized experience, including management experience, dates of employment, function managed, and the number and composition of personnel supervised;
- A completed Form AO78, Application for Judicial Branch Employment;
- Three confidential letters of reference, to be submitted via email to the address below. The letter should be sent from the individual providing the reference and not from the applicant; and
- Two recent performance evaluations.

While the position is open until filled, to ensure consideration, materials must be submitted via email as **one** PDF document no later than 5:00 p.m. Eastern Standard Time on Sunday, October 4th to: CUSPO@vaed.uscourts.gov

All applications received by the early cutoff date will be reviewed to identify the best qualified candidates. Only applicants selected to proceed to the next phase of the selection process will be

notified. Initial interviews will be held via Zoom. Unsuccessful applicants will not receive notice.

The Chief Judge reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

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