



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title: **CHIEF PROBATION OFFICER**

Announcement Number 09-01-USDC/NDTX

Opening Date: October 1, 2008

Closing Date: December 31, 2008

Grade: JSP 14/01 - JSP 18/10

Salary Range: \$96,290 - \$165,761*

(*Starting salary will be commensurate with qualifications and salary history)

The United States District Court for the Northern District of Texas is accepting applications for the position of Chief Probation Officer. The Chief Probation Officer reports to the district judges of the Northern District of Texas and is under the administrative direction of the Chief District Judge.

The Chief Probation Officer is the executive responsible for leading the administrative and operational activities of the combined United States Probation & Pretrial Services Office for the Northern District of Texas. This involves overseeing all probation and pretrial services for the district's 100 counties. Approximately 6.5 million citizens reside in the Northern District of Texas. The district has twelve district judges, three senior district judges, eight full-time magistrate judges, and one part-time magistrate judge. The Probation Office maintains its headquarters in downtown Dallas, with other divisional offices in Abilene, Amarillo, Arlington, Benbrook, Ft. Worth, Garland, Lubbock, San Angelo, Westmoreland Park (south Dallas) and Wichita Falls. The Chief Probation Officer manages 107 probation and pretrial services officers and 56 support staff. Current workload includes supervision of approximately 1,200 pretrial and diversion cases and 2,500 post-conviction cases, and preparation of approximately 1,300 bond reports and 1,200 presentence reports each year.

Representative Duties:

Provides executive leadership, management, and supervision for all operations of the Probation & Pretrial Services Office for the Northern District of Texas.

Organizes the Probation & Pretrial Services Office to ensure the expeditious handling of investigative work for the Court and other institutions and the effective case supervision of probationers, parolees, and individuals under supervised release.

Reviews, analyzes and interprets statutory, Judicial Conference, Administrative Office, and local Court requirements for the administration of probation and pretrial services; promulgates policies, procedures, and guidelines necessary to meet these requirements.

Serves as the primary administrative liaison with the judges on behalf of the Probation & Pretrial Services Office.

Collaborates and cooperates with other local federal court unit executives to ensure appropriate level of service delivery to the Court.

Selects and recommends candidates for appointment as probation and pretrial services officers to the Court and appoints all non-officer personnel; provides specific recommendations to the Court in all other personnel matters, including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.

Prepares the Probation & Pretrial Services Office's operating budget and makes estimates for personnel, space allocation, and operating allowance needs; approves requisitions, certifies vouchers for payment, and maintains appropriate fiscal controls in all matters pertaining to travel expenses and the purchase of services, equipment, and supplies.

Establishes and maintains contacts with public and private agencies that provide employment, medical, legal, or social services.

Maintains a system of communication within the Probation & Pretrial Services Office to enable awareness of pertinent information at all levels of the organization; delegates decision-making responsibility to appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.

Makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.

Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure that all requests for assistance from other districts are met promptly and effectively.

Establishes and maintains cooperative relationships with all components of the criminal justice system including federal, state, and local law enforcement, correctional, and social service agencies. Works with the Administrative Office of the U.S. Courts, the Federal Judicial Center, the U.S. Sentencing Commission, and others having business with the Court.

Oversees the solicitation and implementation of contractual services for substance abuse and mental health treatment of clients.

Travels periodically as required to fulfill duties.

Qualifications:

Applicants must possess substantial management experience, along with organizational, administrative, and leadership skills. Substantial management experience is defined as high-level administrative experience providing a thorough understanding of organizations and of the procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of information technology and human resources functions, and long and short-range strategic planning. Preference will be given to applicants with management training and a demonstrated record of effective management.

Applicants must possess at least three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. Specialized experience is defined as progressively responsible experience in investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs. Experience as a police officer, FBI agent, customs agent, marshal, or similar positions does not meet this requirement for specialized experience. Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade.

Applicants must have a bachelor's degree from an accredited college or university. A master's degree is preferred.

Application Process:

Each applicant must submit an original and three copies of a resume and letter of application. The letter of application must clearly describe the applicant's management style and experience and address any other skills and/or training that make the applicant qualified to perform the duties of Chief Probation Officer. The applicant must also submit the names and contact information (telephone number, mailing address, and e-mail address) for three professional references.

The letter and application must be marked "Confidential" and mailed to:

Human Resources Manager
US District Court for the Northern District of Texas
Earle Cabell Federal Building
1100 Commerce Street, Suite 1452
Dallas, Texas 75242

Information for Applicants:

Prior to appointment, the applicant chosen for this position must pass a full FBI background investigation and drug screening. Additionally, the applicant will be subject to random drug screening, as well as an updated FBI background investigation every five years.

The Court reserves the right to modify the conditions of this job announcement or to withdraw this job announcement, either of which actions may occur without any prior written notice. This position is subject to mandatory electronic funds transfer for payment of net pay (i.e., direct deposit). The federal judiciary requires employees to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request. Due to the volume of applications expected to be received, the Court will only communicate with those applicants who will be interviewed for the position. If you are not notified by the Human Resources Office, another applicant with experience and education more closely related to the job was selected.

Applicants selected for interviews must travel at their own expense, and travel and relocation expenses will not be paid to the successful applicant. The chosen applicant must be a U.S. citizen or eligible to work in the United States.

Employee Benefits:

Judicial employees are not included in the government's Civil Service Classification program. Full-time judicial employees are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Paid vacation
- Paid sick leave
- Paid holidays
- Participation in the Civil Service Retirement Program and/or Federal Employees Retirement System
- Basic life insurance and life insurance options
- Thrift Savings Plan investment options
- Health insurance benefits (variety of plans)
- Flexible benefits program
- Opportunities for within grade salary increases and grade increases