

## VACANCY ANNOUNCEMENT

### ASSISTANT DEPUTY CHIEF PROBATION/PRETRIAL SERVICES OFFICER

**POSITION TITLE:** United States Assistant Deputy Chief Probation/Pretrial Services Officer

**LOCATION:** Clarksburg, West Virginia, Point of Holding Court

**STATUS:** Regular, Full-time

**STARTING SALARY RANGE:** CL 30/Step 1 to CL 31/Step 61 (\$78,906- \$150,830)

**OPENING DATE:** January 21, 2015

**CLOSING DATE:** Open until filled. Applications received by COB on February 6, 2015 will be given priority consideration

**ANNOUNCEMENT NO:** 2015-03

---

The U.S. Probation Office for the Northern District of West Virginia, a combined district for probation and pretrial services, is currently accepting applications for the position of U.S. Assistant Deputy Chief Probation/Pre-trial Services Officer.

#### **DUTIES AND RESPONSIBILITIES:**

The Assistant Deputy Chief Probation/Pretrial Services Officer performs professional and managerial duties related to supervision and oversight of the operational duties as assigned by the Chief U.S. Probation Officer, which encompasses the investigation and supervision of offenders/defendants, establishing priorities, setting deadlines, conducting staff meetings and communications of operational status and relevant information to supervisors and staff. The incumbent must be willing and able to regularly travel to the various Probation offices in the district as well as other locations in the United States. The variety of duties and responsibilities include, but are not limited to, the following:

- Oversee and manage activities within one or more probation/pretrial services offices. Manage, develop, and mentor supervisory officers and support staff, including establishing standards, evaluating performance, handling disciplinary actions, and recommending new hires, personnel actions, and terminations. Oversee the daily operation of the department, including establishing priorities and setting deadlines. Conduct staff meetings and communicate operational status and relevant information to supervisors and staff. Develop office policies pertaining to personnel management, planning, efficiency, and quality control. Manage administrative aspects of office operations, such as evaluating and approving leave requests and procuring office equipment and resources. Determine office needs, including personnel needs space requirements, fiscal needs, etc.

- Complete periodic status reports within the required time frames. Review and approve financial reports, including agency expenditures. Ensure that statutes, regulations, and guidelines pertaining to federal offenders'/defendants' pre-sentence and pretrial matters are applied and adhered to. Ensure that supervisors understand federal and Administrative Office policies and procedures.
- Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, and staff.
- Assist the Chief and Deputy Chief Probation Officers with making operating decisions, including allocating resources, developing policies and strategies, and initiating new programs. Meet with Chief and Deputy Chief Probation Officers to review budget allocations, supervision issues, and assist in the formulations, implementation, and modification of probation and parole policies in the district. Travel to district branch offices to assess and evaluate activities among offices.
- Establish and monitor programs which implement change management and quality control techniques. Organize work processes to optimize the use of time and resources, ensuring results meet expectations. Use statistical reports to monitor the management of cases and take appropriate action. Serve as liaison between staff and the court or related agencies, as applicable.
- Communicate clearly and effectively, both orally and in writing. Explain complex information, concepts, rules, and regulations to individuals and groups with varying experience and backgrounds, including counsel, law enforcement, collateral agency personnel at different government levels, community service providers and offenders/defendants.
- Comply with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential information in a careful and deliberate manner.
- May perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising offenders/defendants.
- Performs other duties as assigned/required by the Chief and Deputy Chief Probation Officers.

### **QUALIFICATIONS:**

To qualify for the position of Assistant Deputy Chief Probation/Pretrial Services Officer, an applicant must possess two years of supervisory experience. A Bachelor's Degree is required and a Master's Degree is highly preferred.

## **SPECIALIZED EXPERIENCE:**

Progressively responsible experience and/or knowledge in the fields of pretrial and presentence investigations and pretrial and post-conviction supervision in the United States Probation/Pretrial Office. Specialized experience must be earned after the bachelor's degree has been granted.

### **In addition, as a condition of employment:**

- Prior to appointment, the selectee considered for this position will undergo a drug screening. Upon successful completion of drug screening, the selectee may then be appointed provisionally pending a favorable suitability determination by the court.
- In addition, as a condition of employment incumbent will be subject to ongoing random drug screening, updated background investigations every five years and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations
- The medical requirements for law enforcement officer and officer assistant positions are available for public review on the [USCourts.gov](http://USCourts.gov) website under Officer and Officer Assistant Medical Requirements.

## **BENEFITS:**

The U.S. Probation Office falls within the Judicial Branch of the U.S. Government and judiciary employees serve under excepted Appointment and are considered "At-Will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to benefits similar to those of other Federal Government employees. These benefits include:

- Electronic Fund Transfer (EFT) for payroll deposit (required)
- Social Security and Medicare benefits
- Ten (10) paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Tax Deferred Retirement savings and investment under the Thrift Savings Plan (TSP) with employer matching contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

## **APPLICATONS PROCEDURE:**

To apply for this position, applicants must submit:

- a completed standard form, AO 78, Application for Judicial Branch Federal Employment (can be downloaded below or the form may be requested via telephone at 304-234-4681)  
<http://www.uscourts.gov/uscourts/formsandfees/form/ao078.pdf>
- a resume
- a college transcript
- and a writing sample\*\*

\*\*The preferred writing sample should be typed, "sanitized" report/work sample from your experience in a criminal justice field.

All documents listed above should be marked Confidential and submitted to:

Terry Huffman, Chief  
United States Probation Office  
P. O. Box 248  
Wheeling WV 26003

**The United States District Court for the Northern District of West Virginia  
is an Equal Opportunity Employer**