

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF WEST VIRGINIA**

VACANCY ANNOUNCEMENT #2015-01

Position Title:	DEPUTY CHIEF PROBATION OFFICER, TYPE II (Combined Pretrial/Probation Services Office)
Salary Range:	JSP 13 – JSP 16 (\$82,642 - \$167,000) *Promotion potential up to JSP 16 without further competition. *Starting salary depending upon qualifications and salary history.
Opening Date:	November 10, 2014
Closing Date:	November 24, 2014
Position Location:	Northern District of West Virginia

The U.S. District Court for the Northern District of West Virginia is seeking a Deputy Chief U.S. Probation Officer. The Deputy Chief U.S. Probation Officer reports directly to the Chief U.S. Probation Officer and assists in the administration and management of federal probation and pretrial services for the Northern District of West Virginia, with offices in Clarksburg, Elkins, Martinsburg, and Wheeling, West Virginia.

Duties/Responsibilities:

A Deputy Chief Probation Officer Type II performs duties and responsibilities such as the following:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers and parolees.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of probation/pretrial, supervised release, and parole policies in the district.
- Assists in the selection of professional and clerical personnel for appointment.
- Participates in systematic analysis of performance for all subordinates.
- Supervises office staff including all clerical, professional, supervisory, and administrative personnel; pays particular attention to travel, leave, and scheduling of work hours.
- Supervises administrative work to include inventorying and ordering equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing records.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.

- Assists in establishing and maintaining cooperative relationships with other U.S. probation officers to assure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional, and social service agencies.
- Assists in promoting and maintaining conditions that encourage staff loyalty, enthusiasm, and morale.
- Identifies training needs within the district.
- Participates in public relations that explain probation/pretrial, parole, supervised release and other correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Occasionally, deputy chief probation officers may perform the duties of a probation or pretrial services officer or supervising probation or pretrial services officer.
- Performs related duties as required by the Chief Probation Officer and the court.

Qualifications:

To qualify for a position of Deputy Chief Probation Officer Type II at JSP-13, 14, 15, or 16, a person must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

JSP Grade Level	Years of Specialized Experience
13	6
14	6
15	7
16	7

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.

Education Substitutions:

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

Note: A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

Court Preferred Skills/Experience:

- A graduate degree in a closely related field.
- Leadership skills, good analytical skills, good judgment, and a high degree or level of integrity is critical to be successful in this position.
- A working knowledge of Federal pretrial, presentence, and adult defendant/offender supervision policies and procedures is required, which includes the Guide to Judiciary Policies for each specialized unit.
- Currently hold status as a probation/pretrial services officer within the United States Courts.
- Excellent oral and written communication skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Display time management skills, be detail-oriented and have the ability to handle multiple tasks simultaneously.
- Interviews will be granted to the most competitive and qualified applicants. The Deputy Chief will be selected based on past performance, response to questions, personal interview, and review of individual personnel records.

Maximum Entry Age:

For an applicant with previous law enforcement experience under the Civil Service Retirement System or the Federal Employees' Retirement System and either a subsequent break in service or intervening service in a non-law enforcement officer position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37.

Conditions of Employment:

As conditions of employment, the incumbent will be subject to ongoing random drug screening, a re-investigation 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 probation officers, pretrial services officers, and officer assistants are available for public review at the 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 (FEGLI)
- Group Long Term Care Insurance
- 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)

Application Procedure:

To apply for this position, qualified candidates must submit:

- a letter of interest
- a detailed resume listing three references
- a completed standard form AO 78, Federal Judicial Branch Application For Employment, which can be downloaded from: <http://www.uscourts.gov/uscourts/formsandfees/forms/AO078.pdf> or the form may be requested via telephone at 304-234-4681

Please mark your documents “***confidential***” and send to:

Terry L. Huffman, Deputy Chief U.S. Probation Officer
 United States Probation Office
 P.O. Box 248
 Wheeling, WV 26003