

***United States District Court  
Northern District of West Virginia  
Vacancy Announcement***

<b>Position Title:</b>	Chief United States Probation Officer (Combined Probation/Pretrial Services Office)
<b>Location:</b>	Northern District of West Virginia
<b>Open Date:</b>	May 1, 2019
<b>Anticipated Start Date:</b>	July 8, 2019
<b>Job Grade/Salary:</b>	JSP 14-JSP 17 (\$104,821-\$210,900)
<b>Deadline:</b>	First cut-off date for review of applications is May 24, 2019. Position is open until filled.
<b>Announcement #</b>	19-04

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**Position Overview:**

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of Chief U.S. Probation Officer. The Chief U.S. Probation Officer administers and manages the daily operations of the U.S. Probation/Pretrial Services Office for the Northern District of West Virginia, with offices in Clarksburg, Elkins, Martinsburg, and Wheeling, West Virginia. The Chief U.S. Probation Officer is a Court Unit Executive who is directly responsible for the administration of the Probation/Pretrial Services Office and operates under the direction of the Chief Judge and the court.

**Duties and Responsibilities:**

The Chief U.S. Probation Officer performs duties and responsibilities such as the following:

- Organizes the Probation/Pretrial Services Office to ensure expeditious handling of investigative work for the courts, and institutions to include the preparation of presentence investigation reports and the effective case supervision of persons placed on probation and supervised release.
- Oversees the development, implementation and administration of comprehensive programs, practices and policies for post-conviction offenders under probation or supervised release.
- Reviews, analyzes, and interprets statutory and Judicial Conference requirements for the administration of probation and pretrial services; promulgates policies, procedures, and guidelines necessary to meet these requirements.

- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends to the court candidates for appointment as probation/pretrial service officers 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; ensures all personnel 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 professional, supervisory, clerical, administrative and IT personnel.
- Prepares the operating budget and makes estimates of personnel, space allocation, and operating allowance needs; oversees and is responsible for providing adequate space, equipment, and supplies for the operation of the office; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies. Works with Clerk of Court to ensure optimal use of financial resources, space and facilities, and hard resources like furniture and equipment.
- Responsible for the oversight of the solicitation and implementation of all contractual services including substance abuse, mental health treatment, sex offender treatment for those individuals who are on pretrial release, probation or supervised release in the district.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- Maintains liaison with the chief judge, other district and magistrate judges; makes specific recommendations regarding court-related criminal justice issues, with particular emphasis on matters relating to sound sentencing practices and offender services.
- Coordinates with other judicial and governmental agencies and bodies and other unit executives in the district to maintain quality of service.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state and local law enforcement, correctional, and social service agencies.
- Develops and maintains a public relations program that explains probation and other correctional services to the community; assumes responsibility for communication with the news media.

- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of probation officers or of supervising probation or pretrial services (*federal hazardous duty LEO position only*).
- Performs related duties as required by the court.

### **Minimum Qualifications:**

- To qualify for the position of Chief Probation Officer up to JSP 16, a person must have a bachelor's degree from an accredited college or university and possess three years of progressively responsible specialized experience, one of which must have been at the next lower grade level or its equivalent.
- To qualify for a position of Chief Probation Officer above JSP-16, a person must, in addition to the three years of progressively responsible specialized experience, possess three years of substantial management experience earned after the bachelor's degree has been issued.
- The three years of specialized experience is mandatory and does not permit any substitutions.

### **Specialized Experience:**

- Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required.
- Experience as a police officer, FBI agent, customs agent, marshal, or similar position, other than criminal investigation experience, does not meet the requirements of specialized experience.
- Specialized experience must be earned after the bachelor's degree has been granted.

### **Substantial Management 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.

**Preferred Qualifications:** The following qualifications and requirements are not required, but preferred qualifications for this position:

- A graduate degree in a closely related field.
- Previous management/operational leadership experience, education, or training relevant to U.S. Probation Office operations.
- Direct management experience in developing, implementing and administering comprehensive practices and policies for criminal defendants and post-conviction offenders under probation or supervised release.
- Substantial/high-level management experience in budgeting and financial management, staffing and human resources functions, long and short-range planning, and oversight of information technology.
- Comprehensive knowledge of and substantial experience in all areas of probation and/or pretrial services office. Knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.
- Excellent analytical and 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.
- Ability to assume and delegate responsibility; to manage and work with management staff, other members of the Court family, the bar, and the public; to communicate clearly both verbally and in writing; and to build collaborative, interdependent and supportive teams.
- Knowledge of principles of administrative analysis and ability to organize, oversee, and complete work projects.
- Leader, motivator, be highly organized and always maintain a professional demeanor.

**Miscellaneous:**

- U.S. citizenship required.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The selected candidate will be subject to a full OPM background investigation that includes an FBI fingerprint check as a condition of employment. Subsequent background searches will be required every five years. Appointment will be made conditional to an acceptable background investigation report.
- If the candidate is hired into a federal hazardous duty position, mandatory medical examination, and drug screening, and LEO retirement requirements may apply.
- Employees of the U.S. District Court are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at [www.wvnd.uscourts.gov](http://www.wvnd.uscourts.gov).
- Position will require travel.

**Benefits:**

Benefits include paid vacation, sick leave, paid holidays, health insurance, dental/vision insurance, flexible benefits programs, retirement, long term care insurance, a portable savings plan with matching contributions, and a professional environment. Additional benefit information is available at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

**Application Requirements:**

Qualified applicants should submit:

- a completed standard form, AO 78, Application for Judicial Branch Federal Employment (download from <http://www.uscourts.gov/forms/human-resources-forms> or the form may be requested via telephone at 304-234-0380);
- resume;
- salary history; and
- contact information for three professional references.

All documents listed above should be marked "confidential" and submitted to:

Cheryl Dean Riley, Clerk of Court  
U.S. District Court  
1125 Chapline Street  
P.O. Box 471  
Wheeling WV 26003 or [cheryl\\_riley@wvnd.uscourts.gov](mailto:cheryl_riley@wvnd.uscourts.gov)

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