



UNITED STATES PROBATION OFFICE EASTERN DISTRICT OF PENNSYLVANIA

Position: Chief U.S. Probation Officer
Vacancy: 24-02
Duty Station: Philadelphia Pennsylvania
Salary: JSP-17 (\$213,047 – \$243,300)
Opening Date: January 17, 2024
Closing Date: February 21, 2024

Overview

The U.S. District Court for the Eastern District of Pennsylvania is seeking a dynamic and energetic executive to succeed the incumbent who is retiring. This is a full-time, permanent, highly visible executive position. The selected candidate will be expected to provide strong leadership to the hard-working Probation staff.

The Chief U.S. Probation Officer (CUSPO) is appointed by the District Judges. The CUSPO manages the federal sentencing, probation, supervised release, and parole services for the District. This executive position includes responsibility for compliance with the Court's Employment Dispute Resolution Plan. This managerial position functions under the direction of the Chief U.S. District Judge.

Representative Duties

- Organizes the Probation Office to ensure expeditious handling of investigative work for the Court, institutions, and parole authorities, including the preparation of presentence investigations (PSIs) and the case supervision of probationers and parolees/supervised releasees;
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Sentencing Commission advisory sentencing guideline requirements for sentencing hearings and the administration of probation and supervised release services; promulgates policies, procedures, and guidelines necessary to meet these requirements;
- Serves as liaison with the Chief Judge and other judges; makes specific recommendations regarding policies, procedures, guidelines, standards, and court-related criminal justice issues with emphasis on matters related to sound sentencing practices;
- Selects and recommends candidates for appointment as probation officers to the Court and appoints all non-officer personnel; determines all promotions, salary increases, disciplinary actions, and makes recommendations to the Court on dismissals; and makes certain the work of all subordinates is systematically evaluated;

Important Dates

Start Date: 06/03/2024

Application Deadline: 02/21/2024

How to Apply

Submit a cover letter including administrative experience as it relates to staffing, budget and project management; management philosophy; oversight of human resources, procurement, budget, finance, and information technology functions; and the depth of management experience, and leadership achievements.

Include a resume detailing the years of specialized managerial experience, dates of employment, functions, and number of personnel managed. Provide contact information for three professional references.

Send the attachments in a single PDF attachment by email to: paed_apply@paed.uscourts.gov
Subject line "Chief U.S. Probation Officer No. 24-02." Save the documents as one PDF file and name the file "last name first name"

RE: VACANCY 24-02
CHIEF U.S. PROBATION OFFICER

- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development;
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel;
- Maintains communication of pertinent information at all levels; delegates decision-making responsibility at appropriate levels;
- Promotes and ensures a safe and harassment-free work environment; fosters conditions that encourage staff commitment, enthusiasm, and positive morale;
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies;
- Formulates the annual budget and manages all federal appropriated funds;
- Establishes and maintains cooperative relationships with, other unit executives, probation and pretrial services offices and with all components of the criminal justice system, including federal, state, and local law enforcement and correctional and social services agencies;
- Oversees the solicitation and implementation of contractual services for substance abuse and mental health treatment of persons under supervision;
- Oversees the district programs regarding firearms, offensive response tactics, and staff safety;
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents;
- Occasionally, may perform the duties of probation officers or supervising probation officers; and
- Performs related duties as required by the Court; travel among the court's divisions and to national programs is required.

Qualification Requirements

- Must have a bachelor's degree from an accredited college or university and possess three years of progressively responsible specialized experience earned after the bachelor's degree has been issued;
- 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 and
- 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. Unless criminal investigation duties are routinely performed, experience such as a police officer, FBI agent, customs agent, marshal, or any similar position does not meet the requirements of specialized experience.

Substantial Management Experience

Substantial management experience is high-level administrative experience that provides 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, human resources functions, and long and short-range planning.

Preferences

Preference will be given to candidates who possess the following:

- A master's degree in the social sciences or a related field;
- Substantial knowledge of, and experience in, the operations and management of federal probation services;

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- Knowledge of Federal Judiciary strategic plans, policies and procedures; the U.S. Sentencing Guidelines, applicable statutes and case law; and Federal Rules of Criminal Procedure; knowledge of evidence-based practices and re-entry initiatives which clearly link to current and future operations and activities;
- An understanding of the Judiciary's decentralized administrative model;
- Ability to interact and communicate effectively with judges, the legal community, law enforcement, corrections, and service providing agencies;
- Experience leading teams, managing budgets and financial plans, leading large multifaceted projects, evaluating work processes and organizational impact, re-engineering or creating new organizational models, and planning and implementing organizational change;
- Skill in using vision and innovation to lead; building confidence and inspiring others to perform at a high level; adapting to change and achieving results under challenging conditions; and
- Ability to analyze problems and develop solutions.

Background Investigation, Drug Screening, Medical Examination

This is an Executive High-Sensitive position within the Judiciary. A selected candidate who is not already employed by the Judiciary will be subject to pre-employment drug testing and a medical examination as conditions of employment. The candidate will be considered provisional pending successful completion of a ten-year, full field OPM background investigation. The individual who holds this position will be subject to random drug screening and updated background investigations every five years.

Maximum Entry Age

There is no "maximum entry age" for this position. Federal hazardous duty experience is not required. Candidates who currently hold a federal law enforcement officer (LEO) position and who accept the position of Chief U.S. Probation Officer should note that all LEO provisions, including medical requirements and mandatory retirement age provisions, remain in effect.

Benefits

Employees are eligible for a full range of benefits such as paid holidays, vacation and sick leave, choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage, flexible spending account program, and Federal Employees Retirement System and employer-matching Thrift Savings Plan. Paid parking is provided to the CUSPO.

Applicant Information

Only qualified applicants will be considered. Incomplete applications may not be considered. Applications will only be accepted by email. Due to the overwhelming number of applications expected, applicants should not contact the court regarding the status of their application. Only candidates selected for an interview will be notified and must travel at their own expense. All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. Employees must adhere to a Code of Conduct. The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Employees of the United States District Court are Excepted Appointments and considered At-Will employees. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees are required to use electronic funds transfer for payroll deposit. The conditions of this vacancy announcement may be modified at any time or the vacancy may be withdrawn without prior notice.

The United States Judiciary is an Equal Opportunity Employer.