



**U.S. Probation and Pretrial Services  
District of Minnesota**

**Deputy Chief Probation Officer II**  
Vacancy Announcement #2015-14

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<b>Position Type:</b>	Regular Full-time
<b>Number of Vacancies:</b>	One
<b>Location:</b>	Minneapolis, Minnesota
<b>Posting Date:</b>	March 6, 2015
<b>Salary:</b>	JSP 14 (\$104,508) to JSP 16 (\$168,700). Salary is based on educational background and experience.
<b>Closing Date:</b>	Open until filled.
<b>Area of Consideration:</b>	Open to all sources

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## **THE DISTRICT**

U.S. Probation and Pretrial Services in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis. There are field offices located in Bemidji, Duluth, Fergus Falls, and St. Paul. The Probation and Pretrial Services Office serves the Judicial District of Minnesota which includes 87 counties.

## **INTRODUCTION**

This position is located in the U.S. Probation and Pretrial Services Office, Minneapolis, Minnesota. A Deputy Chief Probation Officer Type II assists the Chief Probation Officer in the administration and management of Federal Probation and Pretrial Services within the judicial district of appointment.

## **REPRESENTATIVE DUTIES AND 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 defendants and offenders.

Assists Chief Probation Officer with making operating decisions, including allocating resources, developing policies and strategies, and initiating new programs. Meets with the Chief Probation Officer to review budget allocations, supervision issues, and policy developments. Assists the Chief Probation Officer and other senior managers in the formulation, implementation, and modification of pretrial, presentence, and supervision units with a focus on development of policies and procedures that encourage the use of Evidence Based Practices (i.e., also Evidenced Based Sentencing).

Assists in ensuring statutes, monographs, guidelines, case law, and rules pertaining to pretrial and presentence investigation, and supervision of federal defendants and offenders are applied and adhered to appropriately. Monitors the supervision of services provided to defendants and offenders. Conducts special investigations and prepares reports.

Organizes and evaluates work processes to optimize the use of time and resources, ensuring results meet expectations. Uses statistical reports to monitor the overall management of cases and the effectiveness of current practices and operations. Serves as liaison between staff and the Court or related agencies, as applicable. Regular travel to district offices to assess and evaluate activities.

Supervises office staff including all clerical, professional, and supervisory personnel; pays particular attention to travel, leave, and scheduling of work hours. Assists in the selection of professional and clerical personnel for appointment. Participates in systematic analysis of performance for all subordinates.

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 Offices 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. Monitors or oversees performance management for all staff members.

Performs reviews, for quality control purposes, of the pretrial, presentence, and supervision units and performs an internal office audit on a yearly basis or as directed by the Chief Probation Officer.

Participates in public relations that explain pretrial, presentence, probation, parole, and other correctional services to the community.

Confers with judges, attorneys, and other interested parties to interpret or develop office policies and procedures.

Monitors community issues and events with special focus on alleviating hazardous office and field incidents. Identifies training needs within the district. Assists in managing the development and implementation of the safety program for officers and non-officers.

Performs related duties as required by the Chief Probation Officer and the Court. Occasionally, deputy chief probation officers may perform the duties of a probation or pretrial services officer or supervising probation officer.

## **QUALIFICATIONS**

The Deputy Chief U. S. Probation Officer requires progressively more responsible experience in investigation, supervision, counseling, and guidance of defendants and offenders in community correction programs. Qualified applicants must have a minimum of six years specialized experience as a United States Probation Officer. To qualify for a position at JSP-15 or JSP-16, a person must possess seven years of specialized experience, one of which must have been at the next lower grade level or its equivalent. For example, a candidate would meet the qualifications of a JSP 14 if he/she has five years of USPO experience, plus one year at the JSP 13 or CPS 29 level.

### **Specialized Experience**

A minimum of three years progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community corrections or pretrial programs is required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience as police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience. 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 Degree may be substituted for two years of the specialized experience.

### **Personal Qualifications**

The desirable candidate must:

- Be skilled in dealing with others in person-to-person work relationships.
- Possess the ability to exercise mature judgment.
- Have a thorough knowledge of basic concepts, principles, and theories of government, and the ability to understand the managerial policies applicable to the agency.
- Must be adaptable to change.
- Possess the ability to build good partnerships and teamwork with their peers, subordinates, and superiors.

### **Medical Requirements**

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions 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.

### **Physical Requirements**

Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal-size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant.

### **Maximum Entry Age**

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

### **BENEFITS**

Employees of U.S. Probation and Pretrial Services are not classified under Civil Service but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

### **CONDITIONS OF EMPLOYMENT**

Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records. Prior to appointment, applicants considered for this position will undergo a full OPM background investigation, fingerprinting, medical examination, and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years. This position is subject to mandatory Electronic Fund Transfer (Direct Deposit) participation for payment of net pay.

Applicants must be U.S. Citizens or if a non-citizen, applicants must be 1) exempt from legal restrictions on the use of appropriated funds to pay citizens of certain countries; and 2) eligible to be employed in the United States under immigration law. This position requires completion of a training academy in Charleston, South Carolina.

## **APPLICATION PROCESS**

Qualified candidates should email resume, cover letter, and Application for Employment (AO78 form) to:

[hr-mnprob@mp.uscourts.gov](mailto:hr-mnprob@mp.uscourts.gov)

**Enter “Application for Deputy Chief Probation Officer Position” in the email Subject line.**

**All documents should be combined and emailed as one PDF attachment.**

All application materials received will be reviewed to identify the best qualified candidates.

The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Chief U.S. Probation Officer may select a candidate from the qualified applicants.

**An Equal Opportunity Employer**