

United States District Court  
District of Minnesota



**Career Opportunity: Assistant Deputy Chief U.S. Probation Officer  
Vacancy Announcement #2019-08**



**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, Minnesota. There are field offices located in Bemidji, Duluth, Fergus Falls, and Saint Paul. The Probation and Pretrial Services Office serves the Judicial District of Minnesota which includes 87 counties.

**Position Details**

**Title and Type:** Assistant Deputy Chief U.S. Probation Officer, Full-time

**Vacancies:** One

**Location:** [Saint Paul, Minnesota](#) or [Minneapolis, Minnesota](#)

**Posting Date:** March 18, 2019 to April 26, 2019

**Classification/ Salary Range:** CL-31 \$103,753 to \$164,200  
(Commensurate with experience)

**Closing Date:** Open until filled. Preference will be given to resumes received by April 26, 2019, at 5:00 p.m. Central Time.

**Area of Consideration:** Only open to current judiciary employees.

**Mission Mantra:**

*See The Possibilities  
&  
Inspire Change*

**INTRODUCTION**

This position is located in the U.S. Probation and Pretrial Services Office in Saint Paul, Minnesota or Minneapolis, Minnesota. The Assistant Deputy Chief U.S. Probation Officer must be able to manage all of the district's units: Pretrial Services, Presentence, and Post-conviction Supervision. The incumbent is responsible for ensuring work assignments and quality investigative and supervision casework comports with district expectations. The incumbent will assist in the district's renewed efforts of creating an outcome-based learning organization that taps human potential through dialogue, accountability, innovative ideas, and personal and professional growth. The Assistant Deputy Chief U.S. Probation Officer reports to the Deputy Chief U.S. Probation Officer. The incumbent is considered hazardous duty, which may require irregular work hours, to include nights, weekends, and holidays. The incumbent may also be expected to frequently travel to divisional offices.

**REPRESENTATIVE DUTIES**

- Oversee and manage activities within one or more Probation and Pretrial Services Offices. Manage, develop, and mentor Supervising U.S. Probation 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 timeframes. Review and approve financial reports, including agency expenditures. Ensure that statutes, regulations, and guidelines pertaining to federal offenders' and defendants' pre-sentence and pretrial matters are applied and adhered to. Ensure that Supervising U.S. Probation Officers understand federal and Administrative Office policies and procedures.

**United States District Court  
District of Minnesota**



**REPRESENTATIVE DUTIES (CONTINUED)**

- Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, and staff.
- Assist other senior managers and the unit executive with making operating decisions, including allocating resources, developing policies and strategies, and initiating new programs. Meet with other senior management and executives to review budget allocations, supervision issues, and policy developments. 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 and respond to requests from upper management regarding divisional operations, keeping them well-informed. Ensure employees receive process, policy, and procedural systems training, including initial, updated, or remedial training. Ensure supervisory coverage through effective delegation of authority.
- Review and edit written work (including case plans, correspondence, and reports that are submitted to the court), ensuring that recommendations made by Supervising U.S. Probation Officers or U.S. Probation Officers to the court adhere to local and national policy and guidelines. Develop short-term and long-range workforce plans. Ensure adequate coverage for office activities, court appearances, etc. Conduct audits and reviews of casework. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- 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 and defendants.
- Comply with the [\*Code of Conduct for Judicial Employees\*](#) and court confidentiality requirements. Demonstrate sound ethics and good judgment. Handle confidential information in a careful and deliberate manner.
- Monitor the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring contract terms are met, and completing related activities.
- May perform any or all duties of a U.S. Probation Officer, including investigating and supervising offenders and defendants.
- The Chief U.S. Probation Officer reserves the right to assign any other duties necessary to advance the district's mission, vision, and guiding principles.

**MINIMUM QUALIFICATIONS**

To qualify for the position of Assistant Deputy Chief U.S. Probation Officer, applicants must be a U.S. citizen and possess a bachelor's degree from an accredited college or university in a related field of study. For placement at CL 31, the selected applicant must have at least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered.

The selected applicant must also have at least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- (a) Skill in developing the interpersonal work relationships needed to lead a team of employees;
- (b) The ability to exercise mature judgment; and
- (c) Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

**United States District Court  
District of Minnesota**



**SPECIALIZED EXPERIENCE**

Progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance or addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Have specialized experience that included progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain (a) skill in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment, and (c) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation and Pretrial Services Office.

**PREFERRED QUALIFICATIONS (COURT PREFERRED SKILLS)**

The successful applicant must have excellent writing skills and above average computer knowledge. Preference may be given to applicants who have more than three years specialized experience in any specialty area such as drug and alcohol treatment, location monitoring, sentencing guidelines, workforce development, evidence-based practices and other specialized supervision programming.

The ideal candidate may also possess the following preferred skills:

- Be skilled and knowledgeable about national initiatives impacting all disciplines within probation (i.e., presentence, post-conviction, and pretrial services).
- Have contributed to our system via participation in national workgroups or committees sponsored wither by the Federal Judicial center or the Office of Probation and Pretrial Services within the last seven years.
- Have a thorough understanding of DSS and demonstrate how he or she uses DSS reports to problem solve. Further, he or she must demonstrate how data has been used to access trends and ensure evidence-based practices within his or her respective discipline (i.e., pretrial services, presentence, or post-conviction).
- Have extensive knowledge of evidence-based practices (to include re-entry programming) and skilled in their application. A good understanding of program and service policies and procedures is essential to support decisions and to exercise good judgment. Demonstrate how one has served as a perennial learner with a continued desire to be an expert in our changing field.
- Completion of the Federal Judicial Center's Foundations of Management Program (or equivalent); and completion of the Federal Judicial Center's Leadership Development Program.
- Be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decisionmakers and strive for high level achievement.
- Demonstrated leadership by showing initiative to engaging in project management and establishing programs which will help to achieve an organization's mission and vision.
- Demonstrated how he or she has used technology to improve a process.
- Demonstrated the ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.

**United States District Court  
District of Minnesota**



**PHYSICAL REQUIREMENTS**

Officers must possess, with or without corrective lenses, good distance vision in a 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.

**BENEFITS**

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.

Employees of the U.S. District Court are not classified under Civil Service.

**CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered “at-will” and may be terminated with or without cause or notice by the Court.

This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

Subsequent to appointment, an applicant considered for this position will be subject to random drug screening and updated background investigations every five years.

**APPLICATION INFORMATION AND PROCESS**

Qualified candidates should submit via email the following:

- A cover letter (not to exceed five pages), which includes a concise description of the following:
  - Your leadership style and management philosophy;
  - Your philosophy concerning community corrections and how you have put such into practice via your present role;
  - Your familiarity and ongoing experience in evidence-based practices, to include research, impacting either pretrial services or post-conviction; and how such (or similar) can be incorporated in presentence;
  - Your ongoing educational experience to prepare you for this role in senior management;
  - How your overall experience and preparation relates to the stated duties and responsibilities.
- A resume, which includes dates of employment, duties and responsibilities, and key accomplishments;
- Copy of your last two performance appraisals; and

**United States District Court  
District of Minnesota**



**APPLICATION INFORMATION AND PROCESS (CONTINUED)**

- Names and contact information of three professional references. If you are selected for an interview, references may be contacted prior to the interview. The Probation and Pretrial Services Office reserves the right to contact additional references other than those provided by the applicant.

Applicants selected for an interview will be required to prepare and make a presentation, not to exceed fifteen minutes. Information concerning this requirement may be found at: <https://www.mnp.uscourts.gov/sites/mnp/files/2019-08-ADCUSPO-Testing.pdf>

Only the most qualified candidates will be invited for interviews; and those interviewed will receive a response. Applicants must travel at their own expense.

**All documents should be combined and emailed as one PDF attachment to:**  
[hr-mnprob@mnp.uscourts.gov](mailto:hr-mnprob@mnp.uscourts.gov).

**Please enter “Assistant Deputy Chief” in the email subject line.**

All application materials received will be reviewed to identify the best qualified candidates. Only applicants selected to proceed to the next phase of the selection process will be notified. **Interviews will be conducted during the week of May 20, 2019. Applicants selected for interviews should make themselves available during this timeframe.**

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

**An Equal Opportunity Employer**