



VACANCY ANNOUNCEMENT

U.S. PROBATION OFFICE
WESTERN DISTRICT OF NORTH CAROLINA
Address: 200 S. College Street Suite 1650
Charlotte, NC 28202
Website: www.ncwp.uscourts.gov

Position: Chief United States Probation Officer
Vacancy: JA 20-05
Duty Station: Charlotte or Asheville, NC (As determined by the court)
Salary: CLT Pay Table: 128,439 – 181,500 (Charlotte Duty Station);
RUS Pay Table: 126,810 – 181,500 (Asheville Duty Station)
Open Date: September 1, 2020
Closing Date: October 1, 2020

Overview:

The U.S. District Court, Western District of North Carolina, is seeking a dynamic and energetic individual 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 duty station will be either Charlotte or Asheville, NC as determined by the court.

The Chief U.S. Probation Officer is appointed by the District Judges. The Chief U.S. Probation officer manages the federal pretrial, sentencing, probation, supervised release, and parole services for the District. The executive position includes responsibility for compliance with the Court's Employment Dispute Resolution Plan. This is a high-level management position which functions under the direction of the Chief U.S. District Court Judge.

The Western District of North Carolina has a shared services agreement among the Clerk's Office and Probation for all IT and Human Resources Services. The IT and Human Resources staff serve all employees of both agencies for the whole district.

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 defendants, 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 pretrial, probation and supervised release services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains 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 Chief Judge and appoints all nonofficer personnel; approves personnel matters including promotions and salary increases; with Court approval, makes recommendations on disciplinary actions and dismissals.
- Manages office staff; ensures all personnel are carefully selected and adequately trained; provides qualitative and quantitative measures of work performance; assures accountability; establishes and administers training programs to ensure high-quality and consistent staff development;
- 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 subject to Court approval;
- Establishes and maintains cooperative relationships with other 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 all 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; administers a program of pretrial services;
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents;
- Develops and maintains a public relations program; assumes responsibility for communication to 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 supervising probation officers;
- Travel within and outside of the district is required; and
- Performs related duties as required by the Court

Qualification Requirements:

- A bachelor's degree from an accredited college or university
- Five years of progressively responsible specialized experience
- Five years of substantial management/specialist experience with the U.S. Probation Office

Specialized Experience:

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required.

Substantial Management/Specialist Experience:

Substantial management/specialist 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 and human resources functions, and long and short-range planning.

Preferences:**Preference will be given to candidates who possess the following:**

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

How to Apply:

Please submit the following:

- AO78, Application for Federal Judicial Branch Employment
- Cover Letter and Resume
- Copies of two most recent performance evaluations
- Narrative addressing the Quality Ranking Factors

Submit all application materials in a single PDF document via email to hr@ncwp.uscourts.gov by close of business on **October 1, 2020**, by 5:00 PM. The AO78, Application for Federal Judicial Branch Employment can be found at www.ncwp.uscourts.gov. Please reference job #JA 20-05

Incomplete applications or applications not submitted in the proper format will not be considered.

Quality Ranking Factors:

- Describe your senior level experience which demonstrates knowledge in applying management principles and practices in order to lead, guide and motivate a geographically dispersed staff.
- Describe your leadership philosophy and explain what you have done over the last year to grow and develop the staff you currently lead.

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 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. Federal Employees Retirement System and employer-matching Thrift Savings Plan (Similar to 401K).

Applicant Information:

Only qualified applicants will be considered. Incomplete applications may not be considered. 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. Veteran's 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 District Court and Probation Office for the Western District of North Carolina is an Equal Opportunity Employer.