

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title: Chief Probation Officer #20-25
Location: Dallas, Texas
Closing Date: September 18, 2020
Salary/Range: JSP 15-18 (\$136,686 - \$213,466) *

*Depending upon qualifications, experience and salary history.

POSITION OVERVIEW:

The United States District Court for the Northern District of Texas is accepting applications for the position of Chief Probation Officer. The Chief Probation Officer reports to the district judges of the Northern District of Texas and is under the administrative direction of the Chief District Judge. The Probation Chief position will be available on January 1, 2021; however, the selected candidate may be required to serve in a designee position as early as November 1, 2020.

The Chief Probation Officer is the court unit executive who administers and manages federal probation and pretrial services work for the entire Northern District of Texas. The district has twelve district judges, five senior district judges, and nine magistrate judges. The probation and pretrial services office is headquartered in downtown Dallas, Texas, with divisional offices in Abilene, Amarillo, Fort Worth, Lubbock, San Angelo, Wichita Falls, and a satellite office in Arlington. Frequent travel is required.

Prior to appointment, the applicant selected for this position will be required to undergo a full FBI background investigation, drug screen, and credit check. The Probation Chief must adhere to the Code of Conduct for Judicial Employees and will be subject to random drug screening and updated background investigations every five years.

REPRESENTATIVE DUTIES:

1. Organizes the probation and pretrial services office to ensure expeditious handling of investigative work for the courts and other institutions and the effective case supervision of probationers and those on supervised release
2. Reviews, analyzes and interprets statutory, Judicial Conference, Administrative Office, and local court requirements for the administration of probation and pretrial services; promulgates policies, procedures, and guidelines necessary to meet these requirements

3. Serves as the office's primary administrative liaison with the judges
4. Collaborates and cooperates with other local federal court unit executives to ensure appropriate levels of service delivery to the court in an effective and efficient manner
5. Selects and recommends to the court applicants for appointment as probation and pretrial services 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; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated
6. Prepares the office's operating budget and makes estimates for personnel, space allocation, and operating allowance needs; 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
7. Establishes and maintains contact with public and private agencies that provide employment, medical, legal, or social services
8. Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility to appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery
9. Makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices
10. Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure that requests for assistance from other districts are met promptly and effectively
11. Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement; correctional facilities; and social service agencies

QUALIFICATIONS:

- Substantial organizational, administrative, and leadership skills are required; preference will be given to applicants with significant management training and a demonstrated record of effective management
- Bachelor's degree from an accredited college or university in a related field is required; a graduate degree is preferred
- A minimum of three years of specialized experience is required; no substitutions¹

¹*Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders placed in community correction or pretrial programs. Experience as a police officer, FBI agent, customs agent, marshal, or similar position does not meet the requirements of specialized experience.*

- One year of the required specialized experience must have been at the next lower grade level or its equivalent²
- United States citizenship or eligibility to work for the United States government required

BENEFITS:

Depending on the length of service, the individual may or may not qualify for the same benefits as full-time permanent employees of the United States Courts. Judicial employees are not included in the government's Civil Service Classification program. Full-time judicial employees are, however, entitled to the same benefits as other Federal Government Employees. Relocation expenses will not be paid. Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

OTHER:

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individual who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense. The court may decide to conduct video teleconference interviews with some or all candidates.

Qualified applicants must submit a packet that includes each of the following: 1) a detailed resume with cover letter; 2) historical salary information, including current salary; 3) the names and titles of three professional references who are personally familiar with the applicant's work, along with contact information for each reference (telephone number, e-mail address, and mailing address); and 4) a document written solely by the applicant that describes the applicant's management/leadership style and explains why the applicant is seeking the Chief Probation Officer position. Send the packet to arrive no later than September 18, 2020, in an envelope marked CONFIDENTIAL to:

Human Resources - #20-25
United States District Clerk's Office
1100 Commerce Street, # 1452
Dallas, TX 75242
Email: humanresources@txnd.uscourts.gov

²One year of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade. 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 information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer, or assistant deputy chief pretrial services officer.

***** The Court is an Equal Opportunity Employer *****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.