

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE  
MIDDLE DISTRICT OF LOUISIANA



## NOTICE OF VACANCY

*The United States Probation & Pretrial Services Office for the Middle District of Louisiana is accepting applications for the position of **Deputy Chief U. S. Probation Officer, Type II.***

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**ANNOUNCEMENT NUMBER:** 14-USPO-4

**LOCATION OF POSITION:** Baton Rouge, Louisiana

**POSITION TITLE:** Deputy Chief Probation Officer II

**CLASSIFICATION LEVEL:** Judiciary Salary Plan JSP 14 – 15

**SALARY RANGE:** \$97,657 – \$149,333 annually

**OPENING DATE:** Monday, June 2, 2014

**CLOSING DATE:** Sunday, June 15, 2014, 5:00 PM CST

**STARTING DATE:** TBD

*This is a full-time permanent position with promotion potential up to JSP 15 without further competition. Starting salary commensurate with education, qualifications, experience, and salary history.*

### **POSITION OVERVIEW:**

The United States District Court – Middle District of Louisiana is accepting applications for the position of Deputy Chief U. S. Probation Officer, Type II (DCUSPO). The Middle District of Louisiana has three District Judges, two Magistrate Judges, and serves nine surrounding parishes (Ascension, East Baton Rouge, West Baton Rouge, East Feliciana, West Feliciana, Iberville, Livingston, Pointe Coupee, and St. Helena). The DCUSPO reports to the Chief U. S. Probation Officer (CUSPO) of the Middle District of Louisiana and assists the CUSPO in the administration and management of federal probation and pretrial services within the Middle District of Louisiana. The DCUSPO is responsible for the day-to-day operations of the office.

Prior to appointment, the selectee will be required to undergo a full background investigation, drug screen, and credit check. This requirement may be waived if the selectee is an U. S. Probation Officer. The DCUSPO 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:**

- Identifies and evaluates district's need for specialized programs.
- Assists the CUSPO in the formulation, implementation, and modification of all policies and procedures.
- Devises and implements strategic planning initiatives, and continuous improvement/best practices.
- Participates in the organization and management of the office to ensure expeditious handling of investigative work to include presentence and pretrial services investigations and case law for the courts, institutions, and the effective supervision of defendants and offenders including the administration of guideline violation procedures as it relates to probationers and supervised releases.
- Designs and reviews monthly and quarterly reports to identify problems, trends, and other issues.
- Analyzes DSS data collected to formulate solutions to problems, which includes modifications to existing and development of new policies, procedures, and/or administrative practices.
- Provides technical assistance to the CUSPO, SUSPOs, USPOs, the court, and other judicial personnel regarding programs and services.
- Prepares the district annual report.
- Assists in the selection of professional and clerical personnel for appointment.
- Exercises direct supervision over and conducts performance evaluations on supervisory personnel.
- Participates in systematic analysis of performance for all subordinates.
- Facilitates the promotion and maintenance of conditions which encourage staff loyalty, enthusiasm, and morale.
- Establishes and maintains cooperative relationships with other U. S. Probation and Pretrial Services Offices to ensure 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.
- Participates in public relations events which explain probation, pretrial services, and other correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Occasionally, the DCUSPO may perform the duties of a SUSPO or USPO.
- Performs periodic reviews, for quality control purposes, on supervision, presentence, and pretrial services units.
- Coordinates and oversees the development, implementation, administration, and evaluation of comprehensive results-oriented evidence-based programs, practices and policies for post-conviction offenders on probation or supervised release.
- Oversees quality control of the office operations including: random reviews/checks of presentence and supervision reports/duties, Probation and Pretrial Services Case Tracking System PACTS/Decision Support System (DSS) data, as well as review of other relevant information.

- Assists in performing internal office audits on a yearly basis which meets requirements of the internal control procedures manual.
- Establishes high standards for, and ensures the quality control of the office work product.
- Collaborates with the CUSPO in budget formulation, execution, and oversight.
- Functions as Acting CUSPO in the CUSPO's absence.
- Performs related duties as required by the CUSPO and the court.

**MINIMUM QUALIFICATIONS:**

Applicants must be U. S. citizens or eligible to work in the United States. A bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, or human relations is required. Additionally, applicants must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

JSP Grade Level	CPS Equivalent	Years of Specialized Experience
JSP-14	CL-30	6 years
JSP-15	CL-31	7 years

**SPECIALIZED EXPERIENCE:**

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of specialized experience. Experience as a 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 (JD) degree may be substituted for two years of the specialized experience.

**PREFERRED QUALIFICATIONS AND COURT PREFERRED SKILLS:**

- Master's degree or Juris Doctor (J.D.) degree.
- Previous supervisory/management/leadership experience, education, or training relevant to U. S. Probation and Pretrial Services Office operations.
- Direct management experience in developing, implementing, administering, and evaluating comprehensive results-oriented evidence-based programs, practices and policies, for post-conviction offenders under probation or supervised release.
- Experience in budgeting (i.e., budget creation, review, and oversight) and financial management (including internal controls and audits), staffing and human resources functions, long and short-range planning, and oversight of information technology.
- Excellent oral and written communication skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Time management skills, detail-oriented, and ability to multi-task.
- Competency in utilizing quality control application programs such as the Decision Support System (DSS).

**DESIREABLE PERSONAL CHARACTERISTICS:**

- Possess exceptional leadership skills, be a motivator and lead by example. Integrity must be beyond reproach.
- Consistently display tact, good judgment, and poise.

- Be a proven problem-solver who can provide innovative solutions to workplace problems as well as employee relations issues.
- Be able to establish good working relationships with peers, subordinates, and superiors and have a management style that builds consensus, trust, and confidence with staff.
- Maintain a professional appearance and demeanor at all times.
- Have the ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing.
- Must be flexible and conscientious about detail and accuracy.
- Be able to balance the demands of varying workload responsibilities and deadlines.
- Be a knowledge sharer, a mentor, and coach to employees in their career development.

**BENEFITS:**

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20-hours per week or more are eligible for benefits. The generous Federal Employees benefits package includes:

- Social Security and Medicare benefits
- Ten (10) paid Federal holidays and accrued annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Traditional and Roth Retirement savings and investment under the Thrift Savings Plan (TSP) with matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision/Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Group Long Term Care Insurance through CNA
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement
- Federal Employees Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)
- Paid on-site assigned parking
- 24-hour fitness facility

**APPLICATION PROCEDURES:**

**Qualified applicants should submit a complete applicant's packet which includes: a letter of interest (not to exceed one page), a current/detailed resume, and three professional references. External applicants must also submit a completed Federal Judicial Branch Application for Employment (AO 78) with their applicant's packet.** The AO 78 may be downloaded from the employment link located under the court info tab on our website [www.lamd.uscourts.gov](http://www.lamd.uscourts.gov). **YOU MUST REFERENCE THE ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applicant's packets must be received by Human Resources no later than 5:00 PM CST on Sunday, June 15, 2014 to be considered. Hard copies will not be accepted. Please email or fax your complete applicant's packet to:

humanresources@lamd.uscourts.gov

*(Attachment must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

**OR**

Attention: Human Resources

Fax: 225.389.3542

**ADDITIONAL INFORMATION:**

The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Those interviewed will receive a written response regarding their application status. Applicants selected for interviews will be required to travel to the designated location at their own expense. The Court is not authorized to reimburse applicants for travel and/or relocation expenses.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the court. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. The selectee will be subject to a one year probationary period in this position.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources at [humanresources@lamd.uscourts.gov](mailto:humanresources@lamd.uscourts.gov). The decision on granting reasonable accommodations will be made on a case by case basis.

The United States Probation & Pretrial Services Office for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the work place.