



*United States District Court
District of Alaska
222 W. 7th Avenue, Box 4, Rm 229
Anchorage, Alaska 99513
www.akd.uscourts.gov*

Position: Chief United States Probation Officer – Job # USDC 16-03
Opening Date: May 23, 2016
Closing Date: August 12, 2016, or until filled
Starting Salary: JSP 14 to 16 (Salary range \$109,218 - \$195,877)
[plus 5.31% COLA]
Location: Anchorage, Alaska

The United States District Court for the District of Alaska is seeking qualified individuals for the position of Chief Probation Officer located in Anchorage, Alaska. The Chief Probation Officer is directly responsible for the administration and management of the federal probation office in the district. This is a high-level management position that is under the general direction of the Chief Judge of the U.S. District Court and administrative direction of the District Court Executive/Clerk of Court.

REPRESENTATIVE DUTIES

Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers, parolees and persons on supervised release.

Reviews, analyzes, and interprets statutory, Judicial Conference, U.S. Sentencing Commission, and Parole Commission requirements for the administration of probation, parole and supervised release services; promulgates policies, procedures, and guidelines necessary to meet these requirements.

Consistently communicates with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.

Selects and recommends candidates for appointment as probation officers to the court, as well as 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 systemically evaluated.

Makes estimates of 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.

Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.

Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.

Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.

Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.

Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.

Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.

Performs related duties as required by the court

QUALIFICATIONS

To qualify for the position of Chief Probation Officer JSP 14, 15 or 16, a person must have a bachelor's degree from an accredited college or university and possess a minimum of **three years of specialized experience**, one of which must have been at the next lower grade level or its equivalent. For example, to qualify for JSP 16, at least one year of the required specialized experience must be at or equivalent to a JSP 15 or CL 31. **Preference will be given to applicants with a master's degree and/or five years of specialized experience.**

Specialized Experience: Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in probation, pretrial or community corrections programs is required. Experience as a police officer, FBI agent, customs agent, marshal or similar position may not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

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 the information technology, human resources functions, and long and short-range planning. Possible titles indicative of this experience 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.

Preferred Knowledge, Skills and Abilities:

Knowledge of evidence-based practices and re-entry initiatives which clearly link to current and future operations and activities. Excellent organizational leadership and management skills. Experience and tenure in leading teams, managing budgets and financial plans, leading large multifaceted projects, evaluating work processes and organizational impact, re-engineering or creating new organizational models, and planning and implementing organizational change. Understanding of the judiciary's decentralized administrative model. Ability to effectively interact with judges, the legal community, and other law enforcement, corrections, and service providing agencies. Displays executive leadership skills, vision and innovation.

Substantial knowledge of and experience in the operations and management of federal probation services. Knowledge of federal judiciary strategic plans, policies and procedures. Knowledge of the U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure. It would be beneficial to have this knowledge but not required.

Skill in operational leadership, strong analytical skills, and excellent oral and written communication abilities. Ability to learn and adapt to change while leading an organization, to get results under challenging conditions and inspire others to perform at a high level. Exhibits a presence that builds confidence in others. Must possess the ability to analyze problems from a fresh point of view and communicate their ideas/thoughts to others.

REQUIRED CLEARANCES

Successful applicants will be required to submit to a background investigation which includes drug screening, fingerprinting, a credit check, and a full field background investigation by the Office of Personnel Management. As a condition of employment, the incumbent will also be subject to an updated background investigation every five years.

MAXIMUM ENTRY AGE

There is no "maximum entry age" for this position. However, in order to be included under federal law enforcement officer retirement provisions, an individual would have to meet "maximum entry age" provisions as follows: First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over with previous federal hazardous duty experience under the Civil Service Retirement System or the Federal Employees' Retirement System may be eligible for appointment. If no federal experience, and over 37, you are also eligible for retirement benefits.

MEDICAL REQUIREMENTS LAW ENFORCEMENT

Prior to first-time appointment under the federal law enforcement retirement provision, the selectee for this position will undergo a medical examination. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable background investigation and suitability determination by the court. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at [United States Courts](#) website. As conditions of employment, the incumbent will be subject to ongoing random drug screening, and, as deemed necessary by the court for reasonable cause, may be subject to subsequent fitness-for duty evaluations.

BENEFITS

Full-time employees of the United States Probation Office are eligible for a full range of benefits to include paid vacation and sick leave, 11 paid holidays, and retirement benefits to include a defined contribution program and a 401(k) styled program called the Thrift Savings Plan (TSP), with a government match of up to 5%. Optional benefits include health and life insurance, disability insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

HOW TO APPLY

Qualified candidates must submit a cover letter, resume, three professional references and [Application for Judicial Branch Federal Employment, form AO 78](#). The cover letter should be addressed to Ms. Lesley K. Allen, District Court Executive/Acting Chief Probation Officer, and describe your administrative experience as it relates to staffing, budget, project management, philosophy of managing, human resources, procurement, and information technology. The resume should include the years of specialized managerial experience including dates of employment, salary history, functions managed, the number and composition of personnel managed.

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to HR@akd.uscourts.gov.

Incomplete applications may not be considered.

Relocation or recruitment expenses are negotiable. The Court is not authorized to reimburse travel expenses for interviews. This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.

The United States District Court for the District of Alaska is an Equal Opportunity Employer