



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH
OFFICE OF PROBATION AND PRETRIAL SERVICES
SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

CHIEF U.S. PROBATION AND PRETRIAL SERVICES OFFICER
07-UTP-16

OPEN DATE: SEPTEMBER 14, 2016 EXTENDED CLOSE DATE: DECEMBER 2, 2016

The United States District Court for the District of Utah is seeking a qualified individual for the position of Chief U.S. Probation and Pretrial Services Officer. The Chief Probation and Pretrial Services Officer is directly responsible for the administration and management of the federal probation and pretrial service whose jurisdiction covers the State of Utah, which encompasses twenty-nine counties.

The District of Utah has 10 district judges and 5 magistrate judges. The Office of Probation and Pretrial Services has a total staff of 67 employees, including pretrial services officers, probation officers, administrative, and clerical support positions. The workload in the district includes supervision of approximately 900 defendants/offenders, and the preparation of pre-trial, pre-sentence and other investigations for the District Court, currently totaling approximately 1,350 per year. The Office of Probation and Pretrial Services has employees in two locations, Salt Lake City and St. George, in the State of Utah. The Chief Probation and Pretrial Services Officer works out of the Salt Lake City office.

POSITION OVERVIEW:

This is a high-level management position that is under the administrative direction of the Chief Judge of the U.S. District Court and general direction of the Clerk of District Court. The position entails administrative and managerial functions that include but are not limited to:

- Organizes the Office of Probation and Pretrial Services to ensure expeditious handling of investigative work for the District Courts, institutions, and probation authorities to include effective case supervision of defendants on pretrial release, probationers, and other persons on supervised release, including staffing for reentry courts and other evidence-based practice initiatives approved by the District Court's Assisting Reentry to our Communities committee.
- Reviews, analyzes, and interprets statutory, Judicial Conference, U.S. Sentencing Commission, and the Administrative Office of the U.S. Courts requirements for the administration of pretrial services, probation, and supervised release; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Consistently communicates with the District Court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the District Court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as probation officers to the District Court, as well as all non-officer personnel; provides specific recommendations to the District 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.
- Manages the staff of the Office of Probation and Pretrial Services including all clerical, professional, supervisory, and administrative personnel.
- Responsible for operating budget and 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 District 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.
- Develops and maintains a public relations program which explains pretrial services, probation, and other correctional services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Performs related duties as required by the District Court.

QUALIFICATIONS:

To qualify for the position of Chief Probation and Pretrial Services Officer JSP 15, 16, or 17, (\$117,376 - \$170,400) an applicant must have a bachelor's degree in a related field from an accredited college or university, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. The applicant must possess a minimum of **three years of specialized experience**, one of which must have been at the next lower grade level, its equivalent, or higher. The three years of specialized experience is mandatory and does not permit any educational substitutions. For example, to qualify for JSP 15, at least one year of the required specialized experience must be at or equivalent to a JSP 14 or CL 30, or higher. Applicants must be able to provide evidence of demonstrated skills in problem solving, organizational goal-setting, staff motivation, and effective oral and written communication.

Preference will be given to applicants with a masters' degree and/or five years of specialized experience.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

The following additional qualifications, skills, and experience are strongly preferred, but not required:

- A graduate degree in a closely related field received from an accredited university.
- Previous leadership experience, education, or training relevant to U. S. Probation and Pretrial Services Office operations including the equal acknowledgement and leadership of its three units: Pretrial Services, including Presentence Unit, and Post-Conviction Supervision.
- Management experience in financial management, oversight of information technology and human resources functions, and experience in long- and short-range planning.
- Strong analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Knowledge of and experience in the operations and management of federal probation and pretrial services, federal judiciary strategic direction, policies, and procedures, U. S. Sentencing Guidelines, applicable statutes and case law, the Federal Rules of Criminal Procedure, and evidence-based and re-entry initiatives.

- Excellent communication and participatory leadership skills, including an ability to create and inspire a team environment of an open communication culture. Practices active listening.
- A collaborative decision making approach that is guided by feedback and input from organizational members. Encourages innovation and creative problem solving.
- Strong sense of organizational vision and ability to work with others to set clear goals and objectives that are forward focused. Recognizes high quality performance and rewards accomplishments.
- Creates an organizational community that supports, values, and builds members of the organization.

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.

SUBSTITUTION OF SUBSTANTIAL MANAGEMENT EXPERIENCE: Three years of substantial high-level management experience may be substituted for the requirement that one year of specialized experience be at or equivalent to the next lower grade level (and may be part of the three years of specialized experience described above). If the applicant does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

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.

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 must 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.

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 District Court. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at the United States District Courts [website](#). As conditions of employment, the incumbent will be subject to ongoing random drug screening, and, as deemed necessary by the District Court for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

BENEFITS:

Salary and benefits include paid vacation and sick leave, 10 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 and long-term care insurance, dental and vision insurance, a transit subsidy (depending on budget), and a Flexible Benefits Program which

includes medical and dependent care reimbursement. Generally, District Court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

APPLICATION INSTRUCTIONS:

Qualified candidates must submit: 1.) a cover letter which describes your administrative experience as it relates to staffing, budget, project management, management philosophy, human resources, procurement, and information technology 2.) a detailed resume that includes the years of specialized managerial experience including dates of employment, salary history, functions managed, the number and composition of personnel managed, 3.) an Application for Judicial Branch Employment (AO78), and 4.) a list with contact information of three professional and three personal references.

Current or former Federal Judiciary employee applicants must state clearly their experience and the corresponding time in the applicable Judiciary Salary Plan (JSP) grade or District Court Personnel System (CPS) classification level or equivalent. If you are a current or former federal employee applicant, please also include a copy of your latest SF-50.

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents. Other formats are not acceptable.

Email completed application packages in PDF format to UTD_HumanResources@utd.uscourts.gov or mail to:

**U.S. DISTRICT COURT FOR THE DISTRICT OF UTAH
ATTN: TARA CURTIS
351 SOUTH WEST TEMPLE, ROOM 2.117
SALT LAKE CITY, UT 84101**

APPLICANT INFORMATION:

The District Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Expenses associated with travel for interviews will not be reimbursed. Reimbursement for relocation costs may be provided subject to the regulations set forth in the Guide to Judiciary Policies and Procedures and based on the availability of funds at the time of selection. All applicants scheduled for an interview should advise the Human Resources Office if an accommodation is necessary to interview

U.S. District Court employees serve under "Excepted Appointments." They are considered "at will" employees with the exception of U.S. Probation Officers who are "for cause." All District Court employees are required to adhere to the Judicial Code of Conduct, which is available upon request.

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 or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. The District Court reserves the right to check references and contact former employers and subordinates.

Applicants must be a United States Citizen or permanently eligible to work in the United States. In cases where the applicant is a non-citizen of the United States, eligibility for employment will be dependent on whether the applicant is exempt from legal restrictions on the use of appropriated funds to pay citizens of certain countries. Eligibility of any non-citizen will be verified prior to offer of employment.