



Date: **October 24, 2018**  
Position Title: **Chief U.S. Probation Officer**  
Classification: **JSP 15 - JSP 18 (Depending on qualifications)**  
Salary Range: **\$138,899 - \$208,000 (Commensurate with experience)**  
Location: **Brooklyn, New York**  
Closing Date: **Open until filled**  
To receive first consideration, applications must be submitted by **November 27, 2018**.  
Announcement #: **2018-09**

### **POSITION OVERVIEW**

The United States District Court for the Eastern District of New York (“EDNY”) is seeking a qualified individual for the position of Chief U.S. Probation Officer. The Chief U.S. Probation Officer is responsible for the administration and management of the federal probation office in the district. The Eastern District of New York probation office has 100 staff members across the district. The headquarters is in Brooklyn, with satellite offices in Jamaica, Queens and in the Central Islip Courthouse. The office prepares over 640 Presentence Reports (“PSR’s”) a year and supervises over 4,000 offenders each year. This is a high-level management position that is under the administrative direction of the Chief Judge of the EDNY.

### **DUTIES AND RESPONSIBILITIES**

The Chief U.S. Probation Officer performs duties required by the Court, including the following:

- 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, and Parole Commission requirements for the administration of probation and parole services, and promulgates policies, procedures, and guidelines necessary to meet these requirements;
- Maintains administrative liaison with the court of jurisdiction which includes promulgating policies, procedures, and guidelines to meet the unique needs of the court, as well as standards to ensure an appropriate level of service delivery;
- Establishes and maintains cooperative relationships with other local court executives to ensure appropriate level of service delivery to the Court;
- Recommends candidates for appointment as Probation Officers to the Court 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 within the probation office; ensures that

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all personnel are carefully selected and adequately trained, and makes certain the work of all subordinates is systematically evaluated;

- Manages a staff of the office including all clerical, professional, supervisory, and administrative personnel;
- Directs the probation office's financial service functions, including management of the annual budget and oversight of purchasing, contracting, and accounting functions in compliance with U.S. Government and Judicial Branch regulations and controls;
- Maintains regular contact with contract providers to ensure compliance with contractual agreements;
- Holds regularly scheduled meetings to assess offender and defendant process;
- Makes estimates of personnel, space allocation, operating allowances, and other district 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;
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment of clients;
- 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 of the EDNY and other District Judges; makes specific recommendations regarding court related criminal justice issues with emphasis on matters relating to sound sentencing and supervision 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 that encourage staff loyalty, enthusiasm, and morale;
- Works with the Court's District Executive to develop and maintain a public relations program that explains probation, parole, and other correctional services to the community;
- Interacts with other agencies to enable the best correctional practices are utilized;
- Responsible for understanding the space and facilities and security components of the Federal Judiciary and providing direct oversight of the office's space and lease agreements;
- Participate in leadership opportunities outside the Eastern District of New York to support national efforts to improve the administration of justice;
- Utilize evidence-based principles to consistently evaluate and improve organizational performance;
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents;
- Maintains national standards and interacts with the Administrative Office of the Courts ("AO"), Federal

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Judicial Center (“FJC”), and other districts to ensure best practices and to maintain effectiveness; and

- Performs related duties as required by the court.

**MINIMUM QUALIFICATION REQUIREMENTS**

While a Master’s degree is preferred, to qualify for the position of Chief Probation Officer at JSP 15 or 16 levels, the applicant must have a bachelor’s degree from an accredited college or university and possess at least three years of progressively responsible specialized experience earned after the bachelor’s degree was attained. A minimum of three years of specialized experience is mandatory and any substitutions are not permitted.

To qualify for a position of Chief U.S. Probation Officer above JSP-16, a person must, in addition to the specialized experience noted above, possess three years of substantial management experience earned after the bachelor’s degree was obtained. Again, a master’s degree from an accredited college or university is preferred.

**SPECIALIZED EXPERIENCE**

Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or probation programs, preferably at the federal level. Three years of successful experience as a supervisor or a manager may be substituted for the requirement of one year at the next lower level of specialized experience. Experience as a police officer, Federal Bureau of Investigation (“FBI”) Agent, United States Customs and Border Patrol Agent, United States Marshal or similar positions does not meet the requirements of specialized experience, unless it consists of criminal investigative experience. Specialized experience must be earned after the bachelor's degree has been obtained.

**SUBSTANTIAL MANAGEMENT EXPERIENCE**

Substantial management experience is high level administrative experience that provided 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.

**COURT PREFERRED SKILLS**

A graduate degree in a closely related field is preferred. Other preferred skills include the following:

- Substantial knowledge of and experience in operations and management of federal probation and/or pretrial services;
- Knowledge of federal judiciary strategic direction, policies, and procedures;
- Knowledge of the U.S. Sentencing guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure;
- Knowledge of evidence-based practices and re-entry initiatives that clearly link to current and future operations and activities;

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- Knowledge, interest and involvement in specialty court programs so they can continue effectively and be supported by the judges of the EDNY;
- Experience and tenure in leading teams, managing budgets and financial planning, leading large multifaceted projects, evaluating work processes and organizational impact, re-engineering or creating new organizational models, and planning and implementing organizational change;
- Ability to effectively interact with judges, other districts, the AO, the FJC, the legal community, and other law enforcement, corrections and service providing agencies;
- Display executive leadership, vision, and innovation;
- Applicant should possess operational leadership, strong analytical, and excellent oral and written communication skills;
- Ability to learn and adapt to change while leading an organization, to get the results under challenging conditions and inspire others to perform at a high level;
- Exhibit a presence that builds confidence in others;
- Applicant should possess the ability to think through problems from a fresh point of view and be comfortable with working through complex and ambiguous situations and explaining his or her ideas and thoughts with others; and
- The applicant should be highly organized and possesses tact, good judgment, poise, initiative, and maintain a professional demeanor.

**MAXIMUM ENTRY AGE FOR LAW ENFORCEMENT RETIREMENT COVERAGE**

There is no “maximum entry age” for this position. However, 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.

For an applicant with previous law enforcement officer (“LEO”) experience under the Civil Service Retirement System (“CSRS”) or the Federal Employees Retirement System (“FERS”) and who has a subsequent break in service or intervening service in a non-law enforcement officer position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37. As an example, for a candidate with five years of creditable previous law enforcement experience, the maximum entry age would be 42. To qualify for coverage under the law enforcement provision of the federal retirement system, there are mandatory retirement requirements that apply.

**CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Non-citizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered “at will” and may be terminated with or without cause or notice by the Court except for U.S. Probation Officers who may be terminated “for cause.” This is a highly sensitive position that will require the final candidate to undergo a full government background investigation, including criminal history, FBI fingerprinting, and drug testing. All officer staff members are subject to periodic reinvestigations and drug testing and must file annual financial disclosure reports. Employment is provisional and contingent upon a successful background check. Prior to appointment,

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the selectee considered for this position may undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee then may be appointed provisionally, pending a favorable suitability determination by the court. In addition, as a condition of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements for law enforcement officers and officer assistant positions are available for viewing on the [United States Courts](http://www.uscourts.gov) website.

The United States Probation Office requires employees to adhere to a code of conduct that is available upon request.

**BENEFITS**

Employees of the United States Probation Office are not subject to the regulation of the Civil Service Commission. However, they are federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees, as follows:

- Up to 13 days paid vacation per year for the first 3 years of employment, and, thereafter, 20 to 26 days per year, depending upon the length of federal service. When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration;
- Mandatory participation in the federal retirement system and social security program;
- Optional participation in the federal health insurance program of your choice;
- Optional participation in the flexible spending program for health and childcare;
- Optional participation in the commuter reimbursement program;
- Optional participation in the Thrift Savings Plan (similar to a 401(k));
- Access to an Infant Care and Toddler Care Center and a Fitness Center (for a fee, located nearby);
- A Public Service Loan Forgiveness Program is available to certain full time employees with qualifying student loans; and
- A minimum of 10 paid holidays per year.

**APPLICATION PROCESS**

Qualified applicants are requested to submit: 1) A cover letter of two pages or less that outlines your management philosophy and addresses the knowledge, skills and experience you possess to perform the duties of the Chief U.S. Probation Officer, 2) A detailed resume that includes education, previous employment, and salary history; and 3) A list with contact information of three professional and three personal references. If you are selected for an interview, references may be contacted prior to the interview. The Court reserves the right to contact additional references or references other than those provided by the applicant.

To receive first consideration, all applications and associated documentation must be submitted **no later than November 27, 2018**. All application packages must be submitted by email to the U.S. District Court at [nyed-applications@nyed.uscourts.gov](mailto:nyed-applications@nyed.uscourts.gov).

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The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The Court will not be responsible for expenses associated with traveling for interviews. Relocation expenses may be authorized under certain conditions. Candidates who are not selected for an interview will be notified of such at the end of the recruitment process.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

**INFORMATION ABOUT THE EASTERN DISTRICT OF NEW YORK**

The Eastern District of New York (“EDNY”) is one of the most populous judicial districts in the nation. More than eight million people live within its five counties (Kings, Queens, Richmond, Nassau and Suffolk). The district services a major port of entry and includes three international airports including John F. Kennedy International Airport, among the busiest airports in the world. The EDNY is the most diverse district in the Nation. The District Court performs thousands of naturalization ceremonies yearly and naturalizes more new United States citizens than any other district in the country.

The main branch of the EDNY Probation Office, located at One Pierrepont Plaza, is in the civic center of Brooklyn and is directly adjacent to Brooklyn Heights, the first Historic District named as such in the City of New York. Only a short distance from the location is the site of Gen. George Washington's escape to Manhattan during the American Revolution, an escape that ensured a later victory for his army. Also nearby are two of the most famous bridges in the world, the most famous of which is the Brooklyn Bridge. It is a hybrid cable-stayed/suspension bridge and is one of the oldest bridges of either type in the United States.

The district also is home to the Supervision Treatment and Re-entry (“STAR”) program, the first post sentence judge supervised program for defendants with substance abuse problems in the country. By offering defendants with substance abuse problems more assistance, stricter accountability, and greater rewards, the program is designed to reduce recidivism rates among addicts based upon the recognition that these individuals are often jailed for behavior directly related to their substance abuse and are not given sufficient help in controlling their addictions upon release. STAR also has been used as an alternative to incarceration program.

New York City, is a major tourist destination and home to numerous museums, landmarks, cultural and financial institutions and various sightseeing locales, including the Metropolitan Museum of Art, American Museum of Natural History, Guggenheim Museum and numerous other museums, the New York Stock Exchange (NYSE), Central Park, Times Square, Empire State Building, the Statute of Liberty and One World Trade Center. A center of art and culture, New York City has over 2000 theaters, over 500 art galleries and Broadway, the epicenter of the premier forms of English language theatre in the world.

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