



CAREER OPPORTUNITY

CHIEF PROBATION OFFICER

Southern District of Mississippi

Vacancy Announcement MSSD-2015-7



POSITION

CHIEF PROBATION OFFICER

LOCATION

Jackson, Mississippi

SALARY/TARGET

JSP 14-17 -- \$98,633 to \$156,272

POSITION AVAILABLE

January 1, 2016

Prior to the official start date, the selected candidate will be employed as Chief Probation Officer designee for a limited period, working with the current Chief Probation Officer, to provide a period of training.

APPLICATION CLOSING DATE

Open Until Filled. To be assured of consideration, applications should be received by April 30, 2015.

ANNOUNCEMENT

MSSD-2015-7

POSITION OVERVIEW

Due to the planned retirement of the current incumbent, the court is seeking applicants for the position of Chief Probation Officer. The position is under the administrative direction of the Chief Judge of the district court and is directly responsible for the administration of the Federal Probation and Pretrial Services Office in the Southern District of Mississippi. The current probation staff includes 37 officers and 12 support staff who are located in offices in Jackson, Hattiesburg, and Gulfport.

The Southern District has six district judges, four senior district judges, and five magistrate judges seated throughout the district with offices in Jackson, Hattiesburg, Gulfport, and Natchez. The headquarters for the Probation Office is in Jackson, Mississippi.

The Chief Probation Officer is appointed by the Chief Judge of the District Court. In accordance with Title 18 U.S.C. § 3602, the Chief Probation Officer is responsible to the District Court, the Judicial Conference of the United States, the Administrative Office of the United States Courts, and the United States Parole Commission for the administration and management of probation, supervised release, and parole services provided within the Southern District of Mississippi. The Chief Probation Officer is an executive-level manager responsible for managing the administrative activities of the probation staff in all divisions and for overseeing the performance of the statutory duties of the office. The position requires an individual who possesses the leadership, management, communication skills and technical expertise necessary to anticipate and resolve complex administrative, budgetary, and operational challenges quickly and effectively.

Responsibilities include but are not limited to:

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 and parolees.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court 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 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.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Makes estimates of personnel and salary, 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.
- Communicates 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 that encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public-relations program that explains probation, parole, 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.
- Administers a program of pretrial services within the district.

- Occasionally, may perform the duties of probation or pretrial services officers or of supervising probation or pretrial services.
- Performs related duties as required by the court.

EDUCATION AND QUALIFICATIONS

- Completion of a juris doctor degree or a master's degree from an accredited college or university in a related field of academic study such as criminal justice, criminology, psychology, sociology, human relations, and business or public administration. This provides evidence of the capacity to understand and apply the legal requirements and human-relations skills involved in the position and is required for all U. S. Probation Officer positions in the Southern District of Mississippi.
- Three years of specialized experience is mandatory. One year of specialized experience must have been at the next lower grade level or its equivalent. Specialized experience includes progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs. Experience in a position such as a police officer, FBI agent, customs agent, marshal or similar position, other than criminal investigation experience, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Three years 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 level. 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 the information technology and human resources functions, and long and short-range planning.

- A demonstrated ability to manage and effectively communicate with people, both within and outside the Court.

BENEFITS

The judiciary offers a generous benefits package which includes:

- 10 paid holidays
- Paid sick and annual leave
- Medical insurance options (requires employee contribution)
- Life insurance options (requires employee contribution)
- Retirement options including participation in the Thrift Savings Plan (tax deferred or Roth retirement savings)
- Long term care plan options
- Long term disability plan options
- Flexible spending account options

MISCELLANEOUS INFORMATION

- Employees of the federal judiciary serve under “Excepted Appointments” and are considered “at-will” employees and can be terminated with or without cause at any time with the exception of Probation Officers, who must be removed for cause per 18 U.S.C. § 362.
- Employees of the judiciary are required to use direct deposit for their salary payments.
- Employees of the judiciary, including probation office staff, are required to adhere to the Code of Conduct for Judicial Employees.
- Candidates must be citizens of the United States of America or be eligible to work in the United States.

SECURITY REQUIREMENTS

As a condition of employment, the selected applicant must successfully complete a ten-year background investigation, subject to recheck every five years thereafter. All information provided by an applicant is subject to verification and investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

APPLICATION PROCESS

Applications should be received by April 30, 2015. Qualified applicants should submit the following documents:

- A cover letter expanding on the applicant’s interest in the position with a comprehensive resume of qualifications, education and employment experience including number of personnel supervised and salary history;
- A list of at least three professional references; and
- A completed Application for Judicial Branch Employment (AO 78), which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.

Submit the documents via email to hr_manager@mssd.uscourts.gov or by mail (marked Confidential) to:

Arthur Johnston, Clerk
U.S. District Court
Southern District of Mississippi
501 E. Court St., Suite 2.500
Jackson, Mississippi 39201
(Faxes will not be accepted)

The U. S. District Court, Southern District of Mississippi, is an Equal Opportunity Employer