

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF KENTUCKY VACANCY ANNOUNCEMENT - NO. 21-02

Position:	Chief United States Probation Officer
Location:	Lexington, KY; London, KY; or Covington, KY
Salary Range:	JSP16/1 to JSP 17/10 (\$150,212 to \$200,014) Depending on qualifications and experience
Opening Date:	April 1, 2021
Closing Date:	April 30, 2021

POSITION OVERVIEW:

The United States District Court for the Eastern District of Kentucky is seeking a qualified individual for the position of Chief United States Probation Officer.

The United States Probation Office for the Eastern District of Kentucky is a combined probation and pretrial office, and officers are responsible for all pretrial, presentence, and post-conviction functions. The Eastern District of Kentucky serves 67 counties and has offices located in Lexington, Covington, London, Frankfort, Ashland, and Pikeville. The Court consists of six active Article III U.S. District Judges, three Senior Article III U.S. District Judges, and four U.S. Magistrate Judges. The position currently supervises a staff of 54 employees, including probation officers, administrative, and clerical staff. The Chief U.S. Probation Officer works cooperatively with the U.S. District Court Clerk's Office. The official duty station for the position will be located at either Lexington, London, or Covington.

While the Chief U.S. Probation Officer serves at the pleasure of the District Judges, the position operates under the direct supervision of the Chief District Judge.

RESPONSIBILITIES:

- Organizes the probation office to ensure expeditious handling of investigative work for the Court, including effective case supervision of persons placed on pretrial release, probation, supervised release, and parole.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of pretrial, probation, supervised release, and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements while empowering employees and affording them the flexibility to focus on excellent service.
- Works closely with the Court to promulgate policies, procedures, and guidelines to meet the unique needs of the Court, along with standards to ensure an appropriate level of service.
- 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 within the probation office; ensures 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.
- 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 the U.S. Government and Judicial Branch regulations and controls.
- Projects personnel needs, space allocation, operating allowances, and other district needs in light of traditional considerations of budgetary constraints; 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 through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; and provides qualitative and quantitative measures of work performance.
- Maintains communication with the Chief Judge as well as other District and Magistrate Judges; makes specific recommendations regarding Court-related criminal justice issues with particular emphasis on matters relating to sound pretrial-release and -detention, 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 organizations within the criminal justice system, including federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- 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.

QUALIFICATIONS:

- To qualify for a position of Chief Probation Officer at JSP-16, a person must have a bachelor’s degree from an accredited college or university and possess three years of progressively responsible specialized experience earned after the bachelor’s degree has been issued. Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs. Experience as a police officer, FBI agent, customs agent, marshal, or similar position, other than any criminal investigation experience, does not meet the requirements of specialized experience.
- To qualify for the position at JSP-17, an applicant must, in addition to three years of progressively responsible specialized experience, possess three years of substantial management experience earned after obtaining a bachelor’s degree. 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.

COURT PREFERRED SKILLS/QUALIFICATIONS:

- Strong leadership and financial management skills as well as the ability to effectively coach, develop, direct, and manage a skilled, service-oriented team.
- Exceptional organizational, time-management, and analytical skills.
- Excellent interpersonal skills.
- Excellent written and verbal communication skills with the ability to communicate information clearly and accurately.
- Knowledge of evidence-based practices and re-entry initiatives which clearly link to current and future operations and activities.
- Knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure. Comprehensive knowledge of and substantial experience in all areas of the probation and/or pretrial services office.
- Computer literacy is assumed and will be essential to success in the position.
- Availability for occasional travel, including overnight, outside the district. Availability and willingness to regularly travel to each office within the district.

MAXIMUM ENTRY AGE:

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. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirements.

A person appointed as the Chief U.S. Probation Officer who has not been previously classified as a federal law enforcement officer (LEO) and is not subject to LEO hazardous-duty retirement coverage is not subject to the maximum entry age provisions above.

CONDITIONS OF EMPLOYMENT:

- This position is designated as a high-sensitive executive position within the judiciary. Employment is provisional pending the successful completion of a ten-year, full-field background investigation and favorable suitability determination. Investigative updates are required every five years, and annual financial disclosures may be required.
- The selectee for this position will undergo a drug screening prior to appointment. Upon successful completion of the drug screening, the selectee may then be appointed provisionally, pending a favorable background investigation and suitability determination by the Court. 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. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov> under [Officer & Officer Assistant Medical Requirements](#).
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* which is available upon request.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.

BENEFITS:

Court employees are entitled to most of the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years, and twenty-six days after fifteen years.
- Ten paid federal holidays per calendar year.
- Participation in a Federal Employees Health Benefits Program and the Federal Employees Dental and Vision Program.
- Participation in Group Life Insurance, Long-Term Care Insurance, and Long-Term Disability programs.
- Participation in a pre-tax Flexible Benefits Spending Account.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.

APPLICATION PROCESS:

Submit **one** document in PDF format via e-mail to cuspo@kyed.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job
- A resume detailing experience, including specialized and substantial management experience, dates of employment, functions managed, and the number and composition of personnel supervised
- Contact information for three professional references (If you are selected for an interview, references may be contacted prior to or after the interview).
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the Court's website at http://www.kyed.uscourts.gov/kyed_pdfs/AO_078_2020.pdf)

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN A SINGLE PDF FILE MAY NOT BE CONSIDERED.

- Only applicants selected for an interview will be notified.
- The Court will not reimburse candidates for travel in connection with an interview or pay for any relocation expenses.
- No phone calls please.

The Court reserves the right to modify this job announcement or withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE.**