

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE
MIDDLE DISTRICT OF TENNESSEE
NOTICE OF VACANCY



Position Title:	Chief U.S. Probation Officer
Announcement #:	22-01
Location:	Nashville, TN
Classification Level:	JSP 15 – 17 (Salary Range: \$131,178 - \$204,861) *based on qualifications, experience, and applicant's current salary or federal pay grade.
Opening Date:	April 4, 2022
Closing Date:	Until Filled

The United States District Court for the Middle District of Tennessee is seeking a qualified individual for the position of Chief United States Probation Officer effective January 1, 2023. The Chief Probation Officer fulfills the statutory duties of the position and supervises activities of the United States Probation and Pretrial Services Office. The Chief Probation Officer is a court unit executive who operates under the direction of the Chief Judge and the Court.

This position currently supervises a staff of over 40 employees, including probation officers, administrative and clerical staff.

Representative Duties:

The Chief U.S. Probation Officer performs duties and responsibilities, but are not limited to, 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 and paroles.

- 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 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 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; and 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, 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 and 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.
- May administer 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 JSP-15, 16, or 17 level, a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

The three years of specialized experience is mandatory and does not permit any substitutions.

Specialized Experience:

Progressively responsible experience in the investigation, supervision, counseling and guidance of persons under supervision in community correction or pretrial programs is required.

Experience in police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Substitutions:

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.

If the person 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.

Crediting of Substantial Management Experience:

As mentioned above, completion of three years in a position of substantial management experience may be substituted for the requirement that one of the three 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 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. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles 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:

1. A master's degree or higher degree in a closely related field receive from an accredited university.
2. Three years of experience as a U.S. Probation Officer, including experience as both a U.S. Probation Supervision and Presentence Investigation Officer.
3. Three years of management experience within the U.S. Probation and Pretrial Services system.
4. Knowledge of the U.S. Sentencing Guidelines, U.S. Probation supervision policies, and applicable statutes.
5. Excellent 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.
6. Knowledge, experience, or training in the areas of procurement, contracting, budget and financial plans, federal judiciary strategic plans, policies and procedures, and Federal Appropriations Law. Training documentation required.
7. Experience leading large multifaceted projects.
8. Knowledge of evidence-based practices and reentry initiatives in a professional community-based corrections environment.

Benefits:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20 and 26 days of paid vacation are provided, depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and twelve paid federal holidays a year.
- Eligible for medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligible for Group Life Insurance, Long Term Disability, and Long-Term Care coverage.
- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.
- Participation in the Federal Employees Retirement System with mandatory retirement at the age of 57 for law enforcement positions.
- Creditable service time in other federal agencies or the military will be added to judiciary employment.
- Excellent opportunities for salary increase based upon performance.

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.

Conditions of Employment:

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 have been appointed to a federal

law enforcement officer position prior to their 37th birthday. The successful candidate will undergo a full OPM background investigation, a medical examination, and drug screening. The successful candidate will be subject to credit, criminal history, and department of motor vehicle checks. Additionally, the incumbent will be subject to random drug screening at any time and updated background investigations every five years. Applicants must be a United States citizen and meet age and physical standards established by provisions for law enforcement personnel. Employees are required to use the Electronic Fund Transfer (EFT) for payroll direct deposit.

TO APPLY: Application must be made on government application form AO 78, Application for Judicial Branch Federal Employment.

The application form may be accessed through our website at
<https://www.tnmp.uscourts.gov/forms/human-resources>

or

http://jnet.ao.dcn/sites/default/files/pdf/AO_078.pdf

EMAIL

Email one single .pdf file with the completed application, cover letter, resume, and substantive writing sample to Chief Judge Waverly D. Crenshaw, Jr. in care of

Melissa_Seay@tnmd.uscourts.gov

(Subject: CUSPO 22-01)

or

MAIL

U.S. District Court
801 Broadway
Room A845
Nashville, TN 37203

Return completed application, cover letter, resume, and substantive writing sample to the
aforementioned address (2 copies)

Attention: Chief Judge Waverly D. Crenshaw, Jr. - CONFIDENTIAL

Non-submission of the required documents or incomplete application forms will be disqualified
from further consideration.

Selection Process:

Due to the expected high volume of applicants for this position, the U.S. Probation Office will only make contact with those qualified applicants who will be invited to interview. Applicants invited for an interview will be subject to a criminal record check with law enforcement agencies.

Relocation expenses may be authorized at the discretion of the Chief Judge, and with the approval of the Circuit.

Information for Applicants:

United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. Probation Office reserves the right to modify the conditions of this job announcement, to withdraw the job announcement or to fill the position earlier than the closing date. Any of which actions may occur without any prior written notice.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER