



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA**
Joseph F. Weis Jr. Courthouse
700 Grant Street, Suite 3110
Pittsburgh, PA 15219
Website: www.pawd.uscourts.gov

Position Title: Chief United States Probation Officer
Salary Range: JSP 16 (\$165,902 - \$215,671)
JSP 17 (\$190,535 – \$220,879)
(*salary based on qualifications and experience*)
Location: Pittsburgh, Pennsylvania
Opening Date: April 19, 2023
Closing Date: May 11, 2023
Start Date: On or after July 1, 2023

Announcement No. 23-03

POSITION

The United States District Court for the Western District of Pennsylvania, which serves over 3.2 million people in twenty-five Pennsylvania counties, seeks a dedicated, qualified and experienced leader to serve as Chief United States Probation Officer. The full-time position is based in Pittsburgh, Pennsylvania. The Chief United States Probation Officer is directly responsible for the administration, management, leadership and supervision of all daily activities of the United States Probation Office (Probation Office) within the twenty-five counties comprising the Western District of Pennsylvania. The Chief United States Probation Officer is a high-level management position that serves under the administrative direction and supervision of the Chief Judge of the United States District Court (District Court). The Chief United States Probation Officer also serves as Certifying Officer for the Probation Office and is responsible for overseeing the budgetary process, maintaining appropriate fiscal controls and ensuring compliance with all Court policies, procedures and guidelines.

REPRESENTATIVE DUTIES

Considering the below-listed representative duties, the position of Chief United States Probation Officer requires a diverse skill set to fulfill an array of significant public responsibilities. This position operates with a high degree of independence and implicates a broad range of duties and responsibilities including, but not limited to, the following:

- Supervises and organizes the Probation Office to ensure expeditious handling of investigative work for the Courts, institutions, and parole authorities to include effective case supervision of persons placed on probation, parole, supervised release, and on pretrial services supervision.
- 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 within the Probation Office, and ensures that all personnel are carefully selected and adequately trained.
- Manages the staff of the office including all clerical, professional, supervisory and administrative

personnel.

- Directs the Probation Office 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, 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.
- Reports directly to the Chief Judge, maintains liaison with other District and Magistrate Judges, and makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing and supervision practices.
- Establishes and maintains cooperative relationships with other Probation and Pretrial Services offices to ensure 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, morale, diversity, equity and inclusion.
- Develops and maintains a public relations program that explains probation, parole, pretrial services and other correctional services to the community, and 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.
- Travel, including overnight, among the Court's divisional offices, and to national programs is required.

MINIMUM 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 at least three years of progressively responsible specialized experience, earned after the bachelor's degree has been issued. To qualify at JSP 17, a person must, in addition to the three years of progressively responsible specialized experience, possess three years of substantial management experience earned after the bachelor's degree has been issued. The three years of specialized experience is mandatory and does not permit any substitutions. Three years of substantial management experience may be substituted for the requirement for one of the three years of specialized experience.

Specialized Experience: Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required. Experience 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.

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 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, and head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include any of the court unit executive or type II second in-command titles, assistant deputy chief officer or assistant deputy chief pretrial services officer.

COURT PREFERRED SKILLS

Additional qualifications, skills, and experiences preferred, but not required, include:

- Previous management/operational leadership experience, education, or training relevant to U.S. Probation Office operations, with a preference for such experience in the context of a probation/supervision agency.
- Substantial/high-level management experience in all areas of the operation and management of federal probation services, including financial management, oversight of information technology and human resources functions, and experience in long and short-range planning.
- Excellent analytical and oral and written communication skills, and ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Knowledge of evidence-based practices and re-entry initiatives which clearly link to current and future operations and activities.
- Comprehensive knowledge of and substantial experience in all areas of Probation and/or Pretrial Services Office, knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.
- An advanced degree in a relevant and related field of study is preferred.
- Knowledge of federal judiciary strategic direction, policies, and procedures.

DESIRABLE PERSONAL CHARACTERISTICS

- Be leaders and motivators, mature, highly organized, and detail-oriented.
- Possess tact, good judgment, poise, initiative and have a presence that builds confidence in others; Maintain a professional demeanor at all times.
- Be able to effectively interact with Judges, the legal community, and other law enforcement, corrections, and service providing organizations, adapt to change while leading an organization to obtain results under challenging conditions, inspire and motivate others to perform at a high level, work harmoniously with other employees and the public, meet multiple deadlines, balance the demands of varying workload responsibilities and deadlines, maintain confidentiality, and work well under the pressure of short deadlines or other stressful circumstances.
- Exercise discretion, foster high ethical standards, display leadership, vision, and innovation, and demonstrate integrity while meeting the District's vision, mission, and goals.
- Have the ability to think through problems with a fresh point of view notwithstanding challenges of complexity and ambiguity.

IMPORTANT INFORMATION FOR APPLICANTS

There is no "maximum entry age" for this position. However, in order to be included under federal law enforcement retirement provisions, an individual would have to meet "maximum entry age" provisions. 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) with either a subsequent break in service or intervening service in a non-LEO position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37. For 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, separation is mandatory upon reaching the age of 57 and retirement eligibility requires 20 years of service.

A person appointed as the Chief United States Probation Officer who has not been previously classified as a federal LEO and is not subject to LEO hazardous duty retirement coverage is not subject to the maximum entry age provisions above.

APPLICANT REQUIREMENTS AND CONDITIONS OF EMPLOYMENT

Applicants must be a U.S. Citizen or seeking citizenship if applicable criteria are met. Law Enforcement Officers of the United States Courts serve under “Excepted Appointments” and may be removed for cause. United States Probation Office employees are required to adhere to the Code of Conduct for Judicial Employees which is available to candidates for review at:

<http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

BACKGROUND INVESTIGATION

This position is designated as a high-sensitive executive position within the Judiciary. A selected candidate who is not already employed by the Judiciary will be subject to pre-employment drug testing and a medical examination as conditions of employment. The candidate will be considered provisional pending successful completion of a ten-year, full field OPM background investigation. As a condition of employment, the individual who holds this position will be subject to random drug screening and updated background investigations every five years. The medical requirements for law enforcement officers and officer assistant positions are available for public review on the USCourts.gov web site at:

<http://www.uscourts.gov/services-forms/probation-and-pretrial-services/officers-and-officer-assistants/officer-and-officer-0>

BENEFITS

Employees of the United States Probation Office are eligible for a full range of benefits to include a retirement plan, a savings/investment plan similar to a 401(k) with matching contributions, health, life, dental and vision insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. To learn more about the Judiciary’s benefits <http://www.uscourts.gov/careers/benefits> This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

APPLICANT INFORMATION

Where appropriate, the Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify Human Resources at the Clerk’s Office 412-208-7536. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. The United States Probation Office is a smoke-free environment.

Due to the volume of applications anticipated, the Court will only communicate with those qualified applicants who are selected for an interview. Applicants who are not selected for an interview will be notified of such at the conclusion of the recruitment process.

This position may require travel. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage.

Applicants selected for interviews must travel at their own expense. Relocation expenses for the successful candidate may be reimbursed in accordance with the Guide to Judicial Policy. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

Applicants scheduled for interview should advise Human Resources if accommodations will be necessary. Interviews may be conducted via videoconference or in person at the discretion of the Court.

HOW TO APPLY AND APPLICATION REQUIREMENTS

Consideration will only be given to those who apply online through the Court's online application tracking system and provide the required application documents. Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered. To apply, visit the Court's website Employment Section (Court Info) of the Western District of Pennsylvania website at:

<https://www.pawd.uscourts.gov/employment>

Qualified applicants should submit:

- A letter of interest, outlining knowledge, skills and abilities and management/leadership experience, addressed to: Chief United States Chief Probation Officer Vacancy, Attention: Human Resources Manager.
- A current resume, including complete employment, education, employment and salary history.
- A completed, signed Federal Judicial Branch Employment Application (AO 78) which may be downloaded from the Court's website when applying or at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.
- The names and contact information for three professional references.

*The United States District Court, Western District of Pennsylvania, is an
Equal Opportunity Employer and values diversity in the workplace,
and encourages all qualified applicants to apply.*