



United States District Court
Western District of Wisconsin

Vacancy Announcement #18-03

Position Title: **CHIEF U.S. PROBATION OFFICER**

Location: Madison, Wisconsin

Salary Range: Judiciary Salary Plan
JSP 15-17 \$121,280 - \$189,438

Closing Date: June 15, 2018

Projected start date: October 1, 2018

This is a full-time permanent position with promotion potential up to JSP 17 without further competition. Starting salary commensurate with qualifications and salary history.

Federal probation and pretrial services offices across the country have embarked on delivering services that have an even greater positive impact on changing lives and contributing to safer communities. The Western District of Wisconsin is no exception. The Judges of the United States District Court for the Western District of Wisconsin are looking for a Chief who is committed to ensuring that all aspects of service to the court and the community remain at the high levels we receive and expect. Delivering this high level of performance is essential while also embracing the following mission statement of our probation office:

"Collectively we contribute to a safer community by fostering positive, lasting change in the lives of those we serve."

The Western District of Wisconsin has two active U.S. District Judges, one senior U.S. District Judge, one full-time U.S. Magistrate Judge, and one part-time U.S. Magistrate Judge. The district has courthouses in Madison and Eau Claire, covering 44 counties with the headquarters in Madison. The Chief Probation Officer (CUSPO) will be selected by the Judges of this Court and will manage federal probation and pretrial services under the direction of the Chief Judge.

The combined probation and pretrial services office has approximately 21 law enforcement officers and 5 support employees. The Probation Office also shares Human Resources with the District Court Clerk's Office and the Bankruptcy Court Clerk's Office. The CUSPO works in conjunction with the Court Unit Executives of these offices to manage that resource.

The Western District of Wisconsin is committed to the continued implementation of Evidenced Based Practices in the management and oversight of defendants and persons on post conviction supervision. The successful candidate for this position will represent this district within the Seventh Circuit and nationally to provide input on the future direction and policies of probation and pretrial services.

REPRESENTATIVE DUTIES:

- Oversees the investigation and supervision duties of Probation and Pretrial Services.
- Manages the annual budget, authorizes all expenditures, and maintains appropriate fiscal controls.
- Oversees the development and administration of programs to successfully manage the defendant/post conviction populations.
- Reviews and interprets statutory, Judicial Conference and Parole Commission requirements and implements policies and procedures accordingly.
- Serves as liaison to the Chief Judge, District Judges, and Magistrate Judges. Makes specific recommendations regarding court-related criminal justice issues.
- Delegates decision making to the appropriate level and ensures accountability of staff in the performance of their duties.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices.
- Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
- Provides oversight in the development and revision of internal control procedures.
- Establishes and maintains cooperative relationships with other agencies including federal, state, and local law enforcement; correctional and social service agencies; and public and private agencies that provide employment, medical, legal, or social services.
- Selects candidates, in cooperation with a hiring panel, recommending probation officer appointments to the court; and, in cooperation with a hiring panel, appoints all support personnel.
- Establishes training programs and supports training opportunities for staff, encouraging continuous professional development.
- Provides input on the development and administration of comprehensive emergency preparedness plans.
- Coordinates statistical studies and reports through, but not limited to, the Decision Support System (DSS) as required by the court, the circuit, and the Administrative Office of the U.S. Courts.
- Occasionally, may perform the duties of probation or pretrial services officers or of supervisory probation officers.

EDUCATION REQUIREMENTS

Applicants must possess a bachelor's degree from an accredited college or university in a field such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

EXPERIENCE REQUIRED

This position requires a minimum of five years progressively responsible management experience and specialized experience in the investigation, supervision, counseling and guidance to those under supervision in community corrections, probation and/or pretrial services programs.

The management experience required is high level administrative experience that provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes operational knowledge, financial management, space and facilities

management, human resources management, oversight of information technology, and long and short range planning.

COURT PREFERRED SKILLS

Additional skills, qualifications and experience preferred:

- A juris doctorate or master's degree in a closely related field received from an accredited university.
- 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.
- More than five years of experience as a U.S. Probation Officer, including experience as both a presentence investigation officer and a supervision officer.
- More than five years management experience within the U.S. Probation and Pretrial Services system.
- Knowledge of the U.S. Sentencing Guidelines, U.S. Probation supervision policies, and applicable statutes.
- Demonstrated commitment to defendants and those under post conviction supervision.
- Demonstrated leadership skills and the ability to motivate others.
- Direct management experience in developing, implementing, and administering comprehensive evidence-based programs.
- Training related to the procurement and/or procurement contracting officer (Levels 1,2, and 3), as part of the Administrative Office's Contracting Officers' Certification Program (COCP) or its equivalent. Completion of the Administrative Office's Managing the Court Budget training. Completion of Federal Appropriations Law training. Training documentation required.

DESIRABLE PERSONAL CHARACTERISTICS

The successful candidate must be an adept leader and motivator; must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must maintain a professional appearance and demeanor at all times. Ability to meet with the public, work harmoniously with others, and communicate effectively (both orally and in writing) are required. The successful candidate must be flexible, able to manage multiple priorities, effective delegating tasks, and conscientious about details and accuracy.

RETIREMENT COVERAGE

To qualify for coverage under the law enforcement provision of the federal retirement system, there is a mandatory retirement age of 57 with 20 years of federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits.

BACKGROUND INVESTIGATION

This is an executive, high-sensitive position within the Judiciary. Employment is provisional pending the successful completion of a ten year, full field OPM background investigation and favorable suitability determination. Investigative updates are required every five years.

NOTICE TO APPLICANTS

The Court requires employees to adhere to the [Code of Conduct of Judicial Employees](#). The Federal Financial Management Reform Act requires direct deposit of federal wages. Applicants must be United

States citizens or eligible to work in the United States. The court provides reasonable accommodations to applicants with disabilities.

BENEFITS

Employees of the U.S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. However, Judiciary employees are entitled to the same benefits as other federal employees. These include participation in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, vacation and sick leave accrual, and ten paid holidays per year. For additional information on employment with the federal courts, please visit www.uscourts.gov

PROCEDURES FOR SELECTION

The court will screen all applications and the best qualified applicants will be invited for personal interviews. Travel expenses associated with an initial interview, if applicable, will be borne by the applicant. Travel expenses associated with final interviews, if applicable, may be at the courtesy of the court. Some eligible relocation expenses may be reimbursable.

APPLICATION PACKAGE

Please apply using the following link:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=d5tl3w71&pos=18-03>

Complete the information fields and attach the following documents:

- Cover letter
- Resume detailing years of specialized experience, including management experience, dates of employment, salary history, functions managed, and the number and composition of personnel supervised
- Narrative statement describing your interest in the position, your personal management philosophy, and your goals for the probation office. Narrative is to be two pages or less.
- Application for Judicial Branch Employment (AO78) – The form is included in the link.
- A list of four professional references

The U.S. District Court reserves the right to amend the conditions of this vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

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