



UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE DISTRICT OF NEW MEXICO

JOB VACANCY ANNOUNCEMENT # 21-ABQ/USPP-1

POSITION TITLE:	Chief United States Probation Officer
CLASSIFICATION LEVEL/SALARY:	JSP-18, \$201,273 Annual
POSITION LOCATION:	Albuquerque, New Mexico
OPENING DATE:	January 19, 2021
CLOSING DATE:	February 19, 2021 (Close of Business)

POSITION OVERVIEW

The United States District Court, District of New Mexico, is accepting applications for a full-time Chief U.S. Probation Officer.

The District of New Mexico U.S. Probation and Pretrial Services Office is a career organization focused on providing exceptional service to the Court, members of the legal community, and the general public. The District is known for a high volume of work in Indian Country and Border cases. The Chief U.S. Probation Officer is directly responsible for the administration and management of the District, with six office locations and a staff of 172 employees, including deputies, supervisors, specialists, probation officers, administrative staff, and operational support positions.

This is an executive high-level management position that is under the administrative direction of the Chief Judge of the U.S. District Court, District of New Mexico.

REPRESENTATIVE DUTIES

- ◆ Organizes the probation office to ensure expeditious handling of investigative work for the courts and effective supervision of persons on probation or pretrial release.
- ◆ Reviews, analyzes, and interprets statutory, Judicial Conference, and Administrative Office requirements for the administration of probation. Promulgates policies, procedures, and guidelines to meet these requirements and the unique needs of the Court, along with standards to ensure an appropriate level of service delivery.
- ◆ Maintains liaison with the Chief Judge and district and magistrate judges and makes specific recommendations regarding court-related criminal justice issues with an emphasis on matters relating to sound probation/pretrial release and detention practices.
- ◆ Appoints all probation officers and non-officer personnel; manages the staff of the office including all clerical, professional, supervisory, and administrative personnel. Responsible for all personnel matters including promotions, salary increases, disciplinary actions, and dismissals.

- ◆ Establishes and administers in-service training programs to ensure high-quality service delivery through consistent staff development. Promotes and maintains conditions that encourage employee engagement, enthusiasm, and morale.
- ◆ Provides qualitative and quantitative measures of work performance and ensures accountability in the performance of duties. Makes certain the work of all subordinates is systematically evaluated.
- ◆ Prepares the operating budget and 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.
- ◆ Oversees the solicitation and implementation of contractual services for substance abuse and mental health treatment of defendants, as well as other contracts for carrying out probation functions.
- ◆ Maintains an effective system of communication providing pertinent information at all levels; delegates decision-making responsibility at appropriate levels.
- ◆ Establishes and maintains cooperative relationships with other probation 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.
- ◆ Coordinates local agencies that may serve as third-party custodians of persons on probation/pretrial release and advises the Court on an ongoing basis of their eligibility, availability, and capacity. Establishes and maintains contact with public and private agencies that provide employment, medical, legal, or social services.
- ◆ Develops, implements, and maintains a system to monitor and evaluate bail activities; provides information to the Court on results of bail decisions; and prepares periodic reports to assist in the improvement of the bail process.
- ◆ Develops and maintains a public relations program that explains probation services to the community. Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
- ◆ May occasionally perform the duties of probation and pretrial services officers or supervisory probation officers. Extensive travel both in and out of the District required.
- ◆ Performs other related duties as required by the Court.

MINIMUM QUALIFICATIONS

To qualify for the position of Chief U.S. Probation Officer at a JSP-18, a person must possess the following:

- ◆ A bachelor's degree from an accredited college or university,
- ◆ A minimum of three years of progressively responsible specialized experience earned after the bachelor's degree has been issued, and
- ◆ Three years of substantial management experience.

The three years of specialized experience and substantial management experience are mandatory, and no substitutions are permitted.

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 any criminal investigation experience, *does not* meet the requirements of specialized experience.

Substantial Management Experience

Substantial management experience 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 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 any of the court unit executive or type II second-in-command titles, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

PREFERRED QUALIFICATIONS

Preference will be given to applicants with:

- ◆ Six to ten years of specialized experience.
- ◆ A graduate degree in a closely related field.
- ◆ Previous management/leadership experience, education or training relevant to U.S. Probation and Pretrial Services Office operations.
- ◆ Knowledge of federal judiciary strategic direction, policies, and procedures.
- ◆ Knowledge of Bail Reform Act, applicable statutes and case law, and Federal Rules of Criminal Procedure.
- ◆ Demonstrated commitment to and expertise in evidence-based supervision and treatment, and in the development of organizational practices rooted in evidence-based principles.
- ◆ Demonstrated success in strategic planning and in staff and organizational development to achieve agency goals.
- ◆ Excellent analytical and writing skills, and the ability to prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.

DESIRABLE PERSONAL CHARACTERISTICS

Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgement, poise, and initiative; and always maintain a professional appearance and demeanor. Ability to interact effectively with the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Must be able to balance the demands of varying workload responsibilities and deadlines.

REQUIRED CLEARANCES

Successful applicants will be required to submit to a background investigation which includes fingerprinting, a credit check, and a full field background investigation by the Office of Personnel Management. As a condition of employment, the incumbent will also be subject to an updated background investigation every five years.

MAXIMUM ENTRY AGE

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.

MEDICAL REQUIREMENTS

Prior to first-time appointment under the federal law enforcement retirement provision, the selectee for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable background investigation and suitability determination by the Court. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at www.uscourts.gov.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ The Court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available, including

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits, including Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

APPLICATION PROCESS

To be considered for this position, qualified applicants must submit a complete application packet which includes the following:

- ◆ **Cover Letter** with a detailed description of your administrative experience as it relates to staffing, budget, project management, human resources, procurement and information technology, as well as your leadership style and proven efforts to build a culture of diversity and inclusion.
- ◆ **Chronological Résumé**
- ◆ **Official College Transcripts**
- ◆ **AO78, *Application for Judicial Employment***, found at the following link:
<https://www.nmd.uscourts.gov/employment>

Applications must be emailed in ONE PDF document to **usdcjobs@nmd.uscourts.gov**. Incomplete application packets will result in disqualification.

PLEASE INCLUDE "CHIEF U.S. PROBATION OFFICER – 21-ABQ/USPP-1" IN THE SUBJECT LINE

Applications must be received by the deadline. Illegible applications may result in loss of consideration for the position. ZIP files and links to file sharing services (DropBox, OneDrive, etc.) will not be accepted. PDF size is limited to 10 MB. Documents that cannot be downloaded cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Initial interview expenses will not be reimbursed, but travel expenses for applicants invited for final interviews may be considered. The U.S. Probation and Pretrial Services Office for the District of New Mexico reserves the right to amend or withdraw any 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 select a candidate from the original qualified applicant pool.

THE UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE
IS AN EQUAL OPPORTUNITY EMPLOYER