



VACANCY ANNOUNCEMENT

UNITED STATES CHIEF PROBATION OFFICER

Cheyenne, Wyoming

Job Announcement 2003-03

GRADE RANGE: JSP 14 to 16
SALARY RANGE: \$79,344 to \$137,463
CLOSING DATE: October 22, 2003 - 5:00 p.m. (postmarked date)
STARTING DATE: January 5, 2004

The United States Probation Office for the District of Wyoming is accepting applications for the position of Chief United States Probation Officer. The position is located in the Cheyenne, Wyoming.

Position Overview

The chief probation officer administers and manages the Federal probation and pretrial services for the District of Wyoming. The chief probation officer is under the administrative direction of the chief judge of the District Court. The District of Wyoming has three district judges, two magistrate judges and five part-time magistrate judges. The probation office maintains headquarters in the Cheyenne courthouse. There are divisional offices in Casper and Lander. As of September 1, 2003, the staff of 21 includes the chief, 1 deputy chief, 1 supervising probation officer, 4 senior officer specialists, 8 probation officers and 6 administrative support staff.

Representative Duties

Organizes the probation office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of pretrial defendants, probationers, paroles, and supervised releases.

Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of pretrial, 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 insure an appropriate level of service delivery. Establishes and maintains cooperative relationships with other local court executives to ensure appropriate level of service delivery to the court.

Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.

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 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.

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.

Responsible for operating budget and 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.

Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment.

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.

Occasionally, chief probation officers may perform the duties of probation or pretrial services officers or of supervising probation or pretrial services officers.

Performs related duties as required by the court.

Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.

Organizational Relationships

A chief probation officer is under the administrative direction of the chief judge of the district court or the designee of the court, and is directly responsible for the administration of the probation office.

Qualifications

First time appointees to positions covered under the law enforcement retirement provisions must not have reached their 37th birthday at the time of appointment. A four-year degree from an accredited college or university with specialization in one or more of the social sciences appropriate to the position to be filled. In addition, to qualify for the position of chief probation officer JSP-14 to 16, an applicant must possess 6 years specialized experience, one of which must have been at the next lower grade level or its equivalent.

Specialized Experience

Progressively responsible experience gained after completion of a degree in investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs in such fields as probation, pretrial services, parole, corrections, criminal investigation, or work in substance/addiction treatment. Three years of specialized experience is mandatory and does not permit any substitutions.

Experience as a police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience.

Educational 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 level. If a person does not have three years of management experience, then one of the 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 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 information technology and human resources functions, and long and short range planning.

Application Process

Candidates must submit an original and two copies of a resume and cover letter highlighting applicant's relevant qualifications, knowledge and experience. Materials should be provided in a sealed envelope marked "**Confidential Application**" to:

Betty Griess
Clerk of the United States District Court
2120 Capitol Ave., Room 2141
Cheyenne, WY 82001

Applications must be received no later than October 22, 2003.

Selection Process

The most qualified applicants will be invited to personal interviews with the court. Persons selected for interviews will be required to travel to the designated location at their own expense. Relocation expenses are not authorized. The person selected for this position may have to undergo a full field background investigation conducted by the Office of Personnel Management and will be subject to random drug screening and updated background investigations every five years.

The position will be filled in accordance with the Consolidated Equal Employment Opportunity and Employment Dispute Resolution Plan as adopted by the United States District Court for the District of Wyoming.