



UNITED STATES PROBATION AND PRETRIAL SERVICES WESTERN DISTRICT OF WASHINGTON

DEPUTY CHIEF U.S. PROBATION AND PRETRIAL SERVICES OFFICER, TYPE II

OPEN TO CURRENT FEDERAL PROBATION AND PRETRIAL SERVICES OFFICERS ONLY

ANNOUNCEMENT NUMBER 16-WAW-21
ANNOUNCEMENT DATE September 14, 2016
CLOSING DATE September 25, 2016

The U.S. Probation and Pretrial Services Office for the Western District of Washington is currently accepting applications for the Deputy Chief U.S. Probation and Pretrial Services Officer. The Western District of Washington is comprised of thirteen active and senior U.S. District Judges and nine Magistrate Judges. The district has courthouses in Seattle and Tacoma, with satellite probation and pretrial services offices in Everett, Tukwila, and Vancouver, Washington.

The U.S. Probation and Pretrial Services Office has three distinct units: a pretrial services unit including supervision, a presentence unit, and a post-conviction supervision unit. We have approximately 60 law enforcement officers and 27 support positions. The Western District of Washington is a shared services district in which the services and employees of Information Technology (IT) and Administrative Services (human resources, budget and procurement) are shared with the District Court.

DUTIES AND RESPONSIBILITIES

The Western District of Washington is a national leader for innovative programs in the management and oversight of the defendant population: DREAM Court, Freedom to Incarceration, Workforce Development, Moral Reconciliation Therapy, reentry panel and evidenced based research. The successful candidate for this position will have leadership experience in and a commitment to the development and operational oversight of programs.

REPRESENTATIVE DUTIES

- The Deputy Chief is the “alter ego” of the Chief and serves in that capacity during the absence of the Chief. A strong, collaborative relationship is required.
- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the court and the effective supervision of defendants and offenders.
- Assists the Chief Probation and Pretrial Services Officer in the formulation, implementation and modification of pretrial/probation policies in the district.
- Ensures the accountability and development of the management team and staff in the performance of their duties. In conjunction with the Chief, oversees human resources related matters in the district.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Collaborates with the Chief Deputy in the District Court to implement programs and process improvement initiatives.

<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Provides assistance and oversight in the development and revision of internal control procedures. • Establishes and maintains cooperative relationships with other agencies in the criminal justice system, including federal, state, and local law enforcement, correctional and social service agencies as well as public and private agencies that provide employment, medical, legal or social services. • Selects and recommends to the Chief Probation and Pretrial Services Officer candidates for appointment as probation and pretrial services officers. • Recommends training programs and supports training opportunities for staff; encourages, mentors and ensures continuous professional development and learning. • Assists with the coordination of statistical studies and reports as required by the Chief, the court, the circuit, and the Administrative Office of the U.S. Courts. • Provides leadership for the management team through coaching, mentoring, training, providing resources, giving guidance and feedback, and facilitating constructive communication. • Supports the Chief in the vision/mission of the district, and provides operational oversight of the district to ensure the vision / mission is reflected in performance. • Collaborates with the IT Directors to increase the agency’s effectiveness through technology. Assists in planning for future technology needs, and coordinates these plans with anticipated workload trends. • Participates with the Chief and Administrative Services on budget, procurement, space and facilities, finance, and human resources matters.
	<ul style="list-style-type: none"> • Demonstrated leadership skills and the ability to motivate others. • A history of professional maturity in management of confidential information. • Proven experience as a resilient, courageous leader who thinks independently, creatively, and understands that the needs of the court dictate the direction of the agency. • Demonstrated strong, principled leadership based in fundamental core values as required to facilitate the fair administration of justice. • Demonstrated history of leadership which fosters and supports ideas and opinions, shared in a professional manner, to ensure continued growth and inclusion of all staff. • Commitment to developing and encouraging a culturally diverse staff. • Excellent oral and written communication skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner. • Ability to routinely work non-traditional hours. <p>PREFERRED QUALIFICATIONS</p> <ul style="list-style-type: none"> • Previous supervisory experience, education or training relevant to U.S. Probation and Pretrial Services operations. • Experience in developing, implementing, and administering comprehensive evidence - based programs. • An advanced degree in a related field of study.

<p>EDUCATION</p>	<p><u>Required Education:</u> Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or 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.</p> <p><u>Specialized Experience:</u> Minimum of six years progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment is required. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Applicants must have prior management experience.</p> <p><u>Educational Substitutions:</u> Completion of one academic year (30 semester or 45 quarter hours), of graduate work in a field of study closely related to the position equates to one year of specialized experience. Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, equates to two years of specialized experience. An advanced degree is preferred.</p>
<p>MEDICAL REQUIREMENTS</p>	<p>The duties of probation and pretrial services officers require the investigation and management of defendants charged with criminal offenses or convicted offenders, both who present physical danger to officers and to the public. In the supervision, treatment, and control of these defendants or offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with criminal offenses or convicted of committing federal offenses.</p> <p>Prior to appointment, the selectee considered 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 suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.</p> <p>The medical requirements and the essential job functions derived from the medical guidelines for probation and pretrial services officers and officer assistants are available for public review at http://www.uscourts.gov/. Pre-employment medical examinations for current federal probation and pretrial services officers and officer assistants are at the discretion of the Chief and may not be required.</p>
<p>BACKGROUND INVESTIGATION</p>	<p>This is a 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.</p>
<p>MAXIMUM ENTRY AGE</p>	<p>First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.</p>

<p>SALARY RANGE</p>	<p>Judiciary Salary Plan (JSP) Classification Level: JSP 14, step 1 – 10: \$106,688 – \$138,697 JSP 15, step 1 – 10: \$125,495 – \$160,300 JSP 16, step 1 – 10: \$147,181 – \$170,400</p>
<p>INFORMATION FOR APPLICANTS</p>	<p>Depending on experience and qualifications; additional promotional potential without further recruitment.</p> <p>To be considered, qualified applicants will submit the following:</p> <ul style="list-style-type: none"> • A cover letter and resume • A narrative statement of one page addressing the following: <i>Describe the most challenging decision you have made requiring the highest level of courage during your professional federal career. Define the situation and the outcome.</i> <p>Applications will not be considered complete until all the items listed above have been received; incomplete application packets will not be considered.</p> <p>Submit application materials to:</p> <p>Human Resources (#16-WAW-21) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101</p> <p>or via e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.</p> <p>The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.</p> <p>The Federal Financial Management Reform Act requires direct deposit of federal wages.</p> <p>The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.</p> <p>The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.</p>

BENEFITS

Employees of the United States District Court are considered “at will” employees. Judiciary employees participate 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, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.

The United States District Court is an equal opportunity employer and values diversity in the work place.