



## UNITED STATES PROBATION AND PRETRIAL SERVICES WESTERN DISTRICT OF WASHINGTON

### ASSISTANT DEPUTY CHIEF U.S. PROBATION AND PRETRIAL SERVICES OFFICER

*(Open to current U.S. Probation and/or Pretrial Services officers only)*

**ANNOUNCEMENT NUMBER:** 17-WAW-01

**ANNOUNCEMENT DATE:** October 17, 2016

**CLOSING DATE:** October 30, 2016

The U.S. Probation and Pretrial Services Office for the Western District of Washington is accepting applications for an Assistant Deputy Chief U.S. Probation and Pretrial Services Officer. The assignment to a duty station is at the discretion of the Chief. Frequent travel within the district is required as is some out of district travel.

#### DUTIES AND RESPONSIBILITIES

This position will provide leadership for supervisors and staff and to support for the decision-making authority of the Chief U. S. Probation and Pretrial Services Officer. The ADCUSPO serves as an assistant to the Chief, Deputy Chief and other Assistant Deputy Chief in the administration and management of probation and pretrial services within the Western District of Washington. This position is open only to current U.S. Probation and Pretrial Services Officers within the Western District of Washington.

#### REPRESENTATIVE DUTIES

- Assist the Chief, Deputy Chief and Assistant Deputy Chief in the formulation and implementation of policies within the district.
- Participate in the organization and management of the office to ensure expeditious handling of investigative work for the courts and the effective supervision of defendants.
- Oversee and manage activities within one or more units within probation and pretrial services. Manage, develop, and mentor supervisors, officers and support staff, including establishing standards, evaluating performance, handling disciplinary actions, and recommending new hires, personnel actions, and terminations.
- Assist other senior managers and the unit executive with making operating decisions, including allocating resources, developing policies and strategies, identifying training needs, and initiating new programs.
- Establish and monitor programs which implement change management, evidence based practices and quality control techniques. Organize work processes to optimize the use of time and resources, ensuring results meet expectations. Use statistical reports to monitor the management of cases and take appropriate action.
- Review and edit written work as needed (including case plans, correspondence, and reports that are submitted to the court), ensuring that recommendations made by supervisors or officers to the court adhere to local and national policy and guidelines. Develop short-term and long-range workforce plans. Conduct audits and reviews of case work. Analyze management reports for efficient distribution of work.
- Communicate clearly and effectively, both orally and in writing. Explain complex information, concepts, rules, and regulations to individuals and groups with varying experience and backgrounds, including counsel, law enforcement, and collateral agency personnel at different government levels, community service providers, and defendants.

<p style="text-align: center;"><b>QUALIFICATIONS</b></p> <p style="text-align: center;"><b>ADDITIONAL QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assists the Chief and Deputy Chief in the formulation, implementation and modification of pretrial/probation policies in the district.</li> <li>• Manage and oversee projects at the direction of the Chief.</li> <li>• Ensures the accountability and development of the management team and staff in the performance of their duties. Assist Chief and Deputy with human resources related matters in the agency.</li> <li>• 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.</li> <li>• Recommends and develops training programs and supports training opportunities for staff; encourages, mentors and ensures continuous professional development and learning.</li> <li>• Assists with the coordination of statistical studies and reports as required by the court, the circuit, and the Administrative Office of the U.S. Courts.</li> <li>• Provides leadership for the staff through coaching, mentoring, training, providing resources, giving guidance and feedback, and facilitating constructive communication.</li> <li>• 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.</li> <li>• Supports and strives to promote a diversified workforce.</li> <li>• Collaborates with key IT staff to increase the agency's effectiveness through technology. Assists in planning for future technology needs, and coordinates these plans with anticipated workload trends.</li> <li>• Knowledge of, and compliance with, the <i>Code of Conduct for Judicial Employees</i> and court confidentiality requirements. Ability to demonstrate sound ethics and mature, professional judgment as an objective, neutral officer of the court.</li> </ul>
	<p>To qualify for this position, candidates must have at least three years experience as a U.S. Probation and Pretrial Services officer including at least one year as a senior or supervisory officer (CL-29 or CL-30).</p> <ul style="list-style-type: none"> <li>• Demonstrated leadership skills and the ability to motivate others.</li> <li>• Excellent oral and written communication skills. Ability to analyze relevant information and prepare an accurate written summary in an organized, objective, clear and concise manner.</li> <li>• A history of professional maturity in management of confidential information.</li> <li>• 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.</li> <li>• Demonstrated strong, principled leadership based in fundamental core values required to facilitate the fair administration of justice.</li> <li>• 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.</li> <li>• Commitment to developing and encouraging a culturally diverse staff.</li> <li>• Knowledge of and proficiency with current technology, computer databases, and computer applications in a windows based environment.</li> <li>• Ability to routinely work non-traditional hours.</li> </ul>

<p><b>PREFERRED QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Experience in pretrial, presentence, and post conviction supervision;</li> <li>• Previous supervisory experience, education or training relevant to U.S. Probation and Pretrial Services operations.</li> <li>• Knowledge of the roles and functions of federal probation and pretrial services and the legal requirements used in probation and pretrial services. Knowledge of how other judicial process and procedures relate to the officer’s roles and responsibilities.</li> <li>• Participation in administrative processes through active committee membership or special assignments;</li> <li>• Demonstrated interest in professional development and self-improvement;</li> <li>• Master’s degree or higher;</li> <li>• Participation in the Federal Judicial Center’s Leadership Program.</li> </ul>
<p><b>SALARY RANGE</b></p>	<p>Court Personnel System Classification Level:  CL30, Step 1 – 61, \$85,326 – \$138,730  CL31, Step 1 – 61, \$100,378 – \$160,300  Depending on experience and qualifications</p>
<p><b>INFORMATION FOR APPLICANTS</b></p>	<p>Submit a cover letter, resume, and a supplementary statement in 800 words or less addressing your experience/skills in the following two leadership practices:</p> <ul style="list-style-type: none"> <li>• Manages conflict</li> <li>• Champions and manages change</li> </ul> <p>Submit application materials to:</p> <p>Human Resources (#17-WAW-01)  U. S. District Court  700 Stewart Street, Suite 2218  Seattle, WA 98101</p> <p>or via e-mail (Word or Acrobat .pdf format) to:  <a href="mailto:seattle_personnel@wawd.uscourts.gov">seattle_personnel@wawd.uscourts.gov</a></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>

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.