

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF INDIANA

Vacancy Announcement 23-19

**Position Title:** Chief United States Probation Officer

**Terms of Employment:** Full-time, Excepted Service

**Classification Level:** JSP 16 - 17  
Depending on qualifications and experience

**Salary Range:** \$162,043 - \$215,741

**Position Location:** Indianapolis, Indiana

**Opening Date:** September 25, 2023

**Closing Date:** October 20, 2023, or until filled

### POSITION SUMMARY

The United States District Court for the Southern District of Indiana is seeking qualified candidates for the position of Chief United States Probation Officer. The Chief Probation Officer is directly responsible for the administration and management of the Probation Office in the Southern District of Indiana. This is an executive, high-level management position that is under the general direction of the Chief Judge of the Court. The Southern District of Indiana Probation Office is headquartered in Indianapolis, with branch offices in Bloomington, Evansville, New Albany, Noblesville, and Terre Haute.

### REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Organizes the Probation Office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers, parolees and persons on supervised release.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and U. S. Sentencing Commission advisory guideline requirements for the administration of pretrial, probation, supervised release, and Parole Commission 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 ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as Probation Officers to the Court, and appoints all non-officer personnel; provides specific recommendations to the Chief Judge in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that 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.
- 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.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- 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.
- 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.
- Maintains a cooperative relationship with the Clerks of Court in the collaborative management of consolidated court units and shared services.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices and with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program if/as needed which explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Oversees the solicitation of contracts for carrying out the probation functions including mental health and substance abuse treatment.
- Performs related duties as required by the Court.

### MINIMUM QUALIFICATIONS

- To qualify for a position of Chief Probation Officer at JSP 16 level, a person must have a bachelor's degree from an accredited college or university and possess at least three years of progressively responsible specialized experience.
- To qualify at the JSP-17, applicants must, in addition to the three years of progressively responsible specialized experience, possess three years of substantial management experience earned after the bachelor's degree has been issued.
- The three years of specialized experience is mandatory and does not permit any substitutions.

### SPECIALIZED EXPERIENCE

Progressively responsible experience gained after completion of a Bachelor's Degree, in the investigation, supervision, counseling and guidance of offenders in community correction or probation/pretrial programs is required. Experience as a police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience.

### SUBSTANTIAL MANAGEMENT EXPERIENCE

Substantial management experience is high-level administrative experience that provided 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 and 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 unit executive or type II second-in-command titles, assistant deputy chief probation officer, or assistant deputy chief pretrial services officer.

### COURT PREFERRED SKILLS

Additional qualifications, skills, and experiences preferred, but not required, include:

- Previous management/operational leadership experience, education, or training relevant to U.S. Probation Office operations, with a preference for such experience in the context of a probation/supervision agency.
- Substantial/high-level management experience in all areas of the operation and management of federal probation services, including financial management, oversight of information technology and human resources functions, and experience in long and short-range planning.
- Excellent analytical and oral and written communication skills, and ability to analyze relevant information and prepare an accurate summary of technical information in an organized, objective, clear and concise manner.
- Knowledge of evidence-based practices and re-entry initiatives which clearly link to current and future operations and activities.
- Comprehensive knowledge of and substantial experience in all areas of Probation and/or Pretrial Services Office, knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.
- An advanced degree in a relevant and related field of study.
- Knowledge of federal judiciary strategic direction, policies, and procedures.

### DESIRABLE PERSONAL CHARACTERISTICS

- Leader and motivator, mature, highly organized, and detail-oriented.
- Possess tact, good judgment, poise, initiative and have a presence that builds confidence in others; maintain a professional demeanor at all times.
- Be able to effectively interact with Judges, the legal community, and other law enforcement, corrections, and service providing organizations, adapt to change while leading an organization to obtain results under challenging conditions, inspire and motivate others to perform at a high level, work harmoniously with other employees and the public, meet multiple deadlines, balance the demands of varying workload responsibilities and deadlines, maintain confidentiality, and work well under the pressure of short deadlines or other stressful circumstances.
- Exercise discretion, foster high ethical standards, display leadership, vision, and innovation, and demonstrate integrity while meeting the district's vision, mission, and goals.
- Have the ability to think through problems with a fresh point of view notwithstanding challenges of complexity and ambiguity.

### IMPORTANT INFORMATION FOR APPLICANTS

There is no "maximum entry age" for this position. However, in order to be included under federal law enforcement retirement provisions, an individual would have to meet "maximum entry age" provisions. First-time appointees to positions covered under law enforcement officer

retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. For an applicant with previous law enforcement officer (LEO) experience under the Civil Service Retirement System (CSRS) or the Federal Employee Retirement System (FERS) with either a subsequent break in service or intervening service in a non-LEO position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37. For example, for a candidate with five years of previous law enforcement experience, the maximum entry age would be 42. To qualify for coverage under the law enforcement provision of the federal retirement system, separation is mandatory upon reaching the age of 57 and retirement eligibility requires 20 years of service.

The Chief Probation Officer serves at the pleasure of the Court and is "at will" and can be terminated with cause pursuant to 18 U.S.C. § 3602(a).

### **BACKGROUND INVESTIGATION REQUIREMENTS**

This position is designated as a high-sensitive executive position within the Judiciary. A selected candidate who is not already employed by the Judiciary will be subject to pre-employment drug testing and a medical examination as conditions of employment. As a condition of employment, the selected candidate must also successfully complete a background investigation and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation.

### **BENEFITS**

Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

### **PROCEDURES FOR APPLYING**

Submit an application packet that includes:

- A letter of interest describing your knowledge, skills, and abilities as they relate to the duties of this position;
- Résumé;
- [AO 78 Application for Judicial Branch Federal Employment](#) (linked here); and
- The names, addresses, and telephone numbers of three professional references.

Application packets should be sent via email as **one single** text-searchable PDF document to: [HR\\_Submit@insd.uscourts.gov](mailto:HR_Submit@insd.uscourts.gov). The subject line should state: Chief Probation Officer Application – [insert first and last name].

Applicants must be United States citizens or eligible to work in the United States (*i.e.* permanent resident. Permanent residents must be willing to apply for United States citizenship within two years of hire).

Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Indiana. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written or other notice. The Court

provides reasonable accommodations to applicants with disabilities. Employees are required to adhere to the Code of Ethics and Conduct, which is available to applicants for review upon request.

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*THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF INDIANA  
IS AN EQUAL OPPORTUNITY EMPLOYER*