

**United States District Court
District of Oregon Probation Office**

JOHN M. BODDEN
CHIEF U.S. PROBATION OFFICER

BRIAN W. GRAY
DEPUTY CHIEF U.S. PROBATION OFFICER

HEADQUARTERS
MARK O. HATFIELD U.S. COURTHOUSE
1000 SW THIRD AVENUE, SUITE 340
PORTLAND, OR 97204
(503)326-8600; FAX (503)326-8700



20370 EMPIRE AVENUE, SUITE C-1
BEND, OR 97701
(541)385-4937; FAX (541)385-4939

WAYNE L. MORSE U.S. COURTHOUSE
405 E EIGHTH AVENUE, SUITE 1000
EUGENE, OR 97401
(541)431-4060; FAX (541)431-4069

JAMES A. REDDEN U.S. COURTHOUSE
310 W SIXTH STREET, ROOM 323
MEDFORD, OR 97501
(541)608-8780; FAX (541)608-8789

530 CENTER STREET, NE, ROOM 406
SALEM, OR 97301
(503)399-5715; FAX (503)399-5735

PLEASE REPLY TO PORTLAND

VACANCY ANNOUNCEMENT #17-06

ASSISTANT DEPUTY CHIEF U.S. PROBATION OFFICER

Court Personnel System Classification Level: CL 31
Salary range at \$101,140 - \$161,900, depending on experience, qualifications, and current compensation.
Open to U.S. Probation and/or Pretrial Services Officers.

OPENING DATE: April 10, 2017

CLOSING DATE: Open Until Filled

Preference will be given to applications received by April 30, 2017.

THE POSITION

The U.S. Probation Office for the District of Oregon is seeking a qualified individual for the position of Assistant Deputy Chief Probation Officer. The Assistant Deputy Chief Probation Officer primarily assists the Chief Probation Officer and the Deputy Chief Probation Officer in the administration and management within the District. As an integral part of the organization's executive management and leadership teams, the incumbent will demonstrate progressively responsible experience and knowledge in presentence investigation, federal correctional rehabilitation programs and services for adult offender populations, and agency operations as assigned by the Chief Probation Officer and/or Deputy Chief Probation Officer.

The District of Oregon consists of six district judgeships, five senior district judges, six magistrate judges, five recalled magistrate judges, and one part-time magistrate judge. The Probation Office has a total staff of 65 employees, including probation officers, administrative and clerical support positions. The Probation Office has employees in the following cities: Portland, Bend, Medford, Salem and Eugene. The Assistant Deputy Chief Probation Officer works out of the Portland, Oregon Division.

Representative Duties:

This is a high-level management position that is under the direction of the Chief Probation Officer. The position entails administrative and managerial functions that include but are not limited to:

- Oversees and manages activities within one or more probation offices. Manages, develops, and mentors supervisory officers and support staff, including establishing standards, implementing and evaluating evidence-based programs, evaluating performance, handling disciplinary actions, and recommending new hires, personnel actions, and terminations. Oversees the daily operation of the department, including establishing priorities and setting deadlines. Conducts staff meetings and communicates operational status

and relevant information to supervisors and staff.

- Manages administrative aspects of office operations, such as evaluating and approving leave requests, and procuring office equipment and resources. Determines office needs, including personnel needs, space requirements, fiscal needs, etc.
- Completes periodic status reports within the required time frames. Reviews and approves financial reports, including agency expenditures. Ensures that statutes, regulations, and guidelines pertaining to federal offenders' pre-sentence matters are applied and adhered to. Ensures that supervisors understand federal and Administrative Office policies and procedures.
- Facilitates, mediates, and negotiates complex and sensitive matters with judges, managers, unit executives, and staff.
- Assists other senior managers and the unit executive with making operating decisions, including allocating resources, developing policies and strategies, and initiating new programs. Meets with other senior management and executives to review budget allocations, supervision issues, and policy developments. Travels to district branch offices to assess and evaluate activities among offices.
- Establishes and monitors programs which implement change management and quality control techniques. Organizes work processes to optimize the use of time and resources, ensuring results meet expectations. Uses statistical reports to monitor the management of cases and take appropriate action. Serves as liaison between staff and the court or related agencies, as applicable.
- Communicates and responds to requests from upper management regarding divisional operations, keeping them well-informed. Ensures employees receive process, policy, and procedural systems training, including initial, updated, or remedial training. Ensures supervisory coverage through effective delegation of authority.
- Reviews and edits written work (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. Develops short-term and long-range workforce plans. Ensures adequate coverage for office activities, court appearances, etc. Conducts audits and reviews of case work. Analyzes management reports for efficient distribution of work. Establishes schedules and deadlines for completion of work.
- Ensures the expeditious handing of investigative work for the courts, institutions and parole authorities and the effective supervision of offenders in the community. Establishes and maintains cooperative relationships with other US Probation & Pretrial Offices and allied agencies to assure all requests for assistance are met promptly and effectively.
- Communicates clearly and effectively, both orally and in writing. Explains complex information, concepts, rules, and regulations to individuals and groups with varying experience and backgrounds, including counsel, law enforcement, collateral agency personnel at different government levels, community service providers, and offenders.
- Complies with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrates sound ethics and good judgment at all times. Handles confidential information in a careful and deliberate manner.
- Monitors the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring contract terms are met, and completing related activities.
- May perform any or all duties of a probation officer, including investigating and/or supervising offenders.
- Performs all other duties as required or assigned by the Chief Probation Officer.

QUALIFICATIONS

Minimum Qualifications:

To qualify for this managerial position at a CL-31, an applicant must possess the following:

- 1) Three years of specialized experience, one of which must have been at the next lower grade level or its equivalent (*i.e.* CL-30);

2) Completion of a bachelor's degree in a related field from an accredited college or university, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, such as criminal justice, criminology, sociology, human relations, business, public administration or other related field is required; and

3) At least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain: a) skill in developing the interpersonal work relationships needed to lead a team of employees; b) the ability to exercise mature judgment; and c) thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

Specialized Experience:

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in probation, pretrial or community corrections programs is required. Experience as a police officer, FBI agent, customs agent, marshal or similar position, other than criminal investigation experience, does not meet the requirements of specialized experience. The specialized experience must include progressively responsible administrative, technical, professional, supervisor or managerial experience that provides an opportunity to gain skills in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation Officer. Specialized experience must be earned after the bachelor's degree has been granted.

Court Preferred Skills:

The following qualifications, skills, and experience are strongly preferred, but not required:

- A graduate degree in a closely related field from an accredited university.
- Skill and experience in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, influence decision makers, and strive for high level achievement.
- Ability to exercise discretion and sound judgement, maintain confidentiality, foster high ethical standards and demonstrate integrity in meeting the District's vision, mission and goals.
- Direct management experience in developing, implementing, administering and evaluating comprehensive results-oriented evidence based programs, practices, and policies.
- Significant project management experience with the ability to lead major change initiatives and multiple projects simultaneously with limited supervision.
- Ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.
- Excellent organization and time management skills with the ability to balance the demands of a varying workload responsibilities and deadlines.
- Familiarity with budget principles, financial management, information technology and human resource functions.
- Creates an organizational community that supports, values, and builds members of the organization.
- Ability to travel frequently and must be available beyond a standard 40 hour work week when necessary.
- Participation in the Federal Judicial Center's Leadership Program. If the successful candidate has not completed this program, or a similar leadership/management program, they will be required to apply for such a program at the earliest opportunity following selection.

ADDITIONAL INFORMATION

- Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.

Application Process:

Qualified candidates must submit:

- 1) A letter of interest which includes a detailed narrative statement addressing specific qualifications and relevant experience that outlines your personal characteristics and management philosophy. Also, describe your experience working in and managing the pre-trial, pre-sentence, and/or post-conviction units and how that experience supports your ability to provide managerial oversight to probation. This letter should be no longer than four pages, single spaced.
- 2) A chronological resume.
- 3) A U.S. Probation Office – District of Oregon Application for Employment
- 4) A recent performance evaluation.
- 5) Three professional references with contact information.

Complete application packets should be sent to the address below or send via email (pdf preferred, but Word will be accepted) to hr2@ord.uscourts.gov. Application forms are available on the District of Oregon’s website at <http://www.ord.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

Assistant Deputy Chief U.S. Probation Officer
Human Resources Department
U.S. Probation Office, United States Courthouse
1000 S.W. Third Avenue, Suite 740
Portland, OR 97204-2902

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.

CONDITIONS OF EMPLOYMENT

- Law Enforcement Officers of the United States Courts serve under “Excepted Appointments” and may be removed only for cause.
- Duty station assignments are at the sole discretion of the Chief Probation Officer.
- More than one position may be filled with this announcement.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).

The following conditions apply to candidates for positions with the United States Probation Office:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

- Qualified applicants will be subject to preliminary credit, employment, and criminal history background checks.
- An FBI background check is required for all individuals appointed to positions in the Probation Office.
- The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Chief Probation Officer may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

The United States Probation Office for the District of Oregon is an Equal Opportunity Employer