



Julie A. Robinson
Chief Judge
U.S. District Court

Trey W. Burton
Chief United States
Probation Officer

Kansas City Division
500 State Ave. (M-35)
Kansas City, KS 66101

Topeka Division
444 S.E. Quincy St. (375)
Topeka, KS 66683

Wichita Division
401 N. Market St. (3rd Fl.)
Wichita, KS 67202

Vacancy Announcement

UNITED STATES PROBATION OFFICE District of Kansas

Position:	Deputy Chief U.S. Probation Officer, Type II
Start Date:	August 1, 2017
Number of Positions:	One
Classification Level:	JSP 14-16, depending on experience and qualifications
Salary Range:	\$101,409-\$172,100
Location:	Kansas City or Wichita, Kansas
Opening Date:	June 1, 2017
Closing Date:	June 14, 2017 at 5:00 PM
Vacancy Number:	A17-7

POSITION OVERVIEW:

The Deputy Chief U.S. Probation Officer is a high-level executive position responsible for leading, motivating, directing and assisting the Chief Probation Officer in all areas of administration and management.

The District of Kansas is an evidence-based organization, meaning that work is approached in a manner that has been empirically researched and proven to have measurable positive outcomes for defendants and offenders. The Deputy Chief Probation Officer is responsible for assisting the Chief Probation Officer in leading the unit to utilize practices and principles that support the agency as an evidence-based organization.

REPRESENTATIVE DUTIES:

These duties are intended to provide generalized examples of major duties and responsibilities that are performed by the Deputy Chief Probation Officer.

- Assists the Chief Probation Officer in the organization and management of the office.
- Assists the Chief in development, implementation of district policies and procedures.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- Maintains a thorough knowledge of and the ability to effectively apply statutes, policies, procedures, and administrative practices specific to federal pretrial, presentence, and supervision duties.
- Maintains a working knowledge of the federal judicial system and demonstrates progressively responsible involvement in the following: federal correctional rehabilitation programs and services for adult defendant/offender populations; employee supervision; strategic planning; information

technology, personnel management; agency operations; special projects management; and general administrative tasks.

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts, institutions, parole authorities, and the effective supervision of defendants and offenders.
- Provides managerial leadership and skills to formulate and to execute initiatives to achieve agency goals, objectives, and mission.
- Supervises office staff, analyzes performance of subordinates, and is closely involved with travel, leave, and scheduling of work hours.
- Provides technical assistance to the Chief Probation Officer, Supervisory Probation Officers, Senior Probation Officers, line officers, the court, and other judicial personnel regarding programs and services.
- Assists Chief Probation Officer in the areas of personnel, space allocation, and procurement of services, equipment, and supplies.
- Assists Chief Probation Officer in selection of professional and support staff for appointment, and in the resolution of personnel actions such as promotions, grievances, disciplinary actions, etc.
- Reviews, prepares, and executes completion of the annual report, administrative office reports and other related duties as required by the Chief Probation Officer and the court.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation, pretrial and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Recognizes the importance of evidence-based practices and champions their use in probation and pretrial services.
- Utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Performs other duties as assigned by the Chief of the Court.

MINIMUM QUALIFICATION REQUIREMENTS:

General:

Applicants must be U.S. citizens or eligible to work in the United States. To qualify for the position of deputy chief probation officer JSP-14, 15 or 16, a person must have a bachelor's degree from an accredited college or university and possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

JSP Grade Level	CPS Equivalent	Years of Specialized Experience
JSP-14	CL 30	6 years
JSP-15	CL 31	7 years
JSP-16	CL 32	7 years

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of specialized experience. Experience as a police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Education Substitutions:

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

DESIREABLE CHARACTERISTICS AND COURT PREFERRED SKILLS:

- Master's degree in related field or Juris Doctor (J.D.) degree.
- Previous supervisory/management/leadership experience, education or training relevant to U.S. Probation and Pretrial Services Office operations.
- Direct management experience in developing, implementing, administering and evaluating comprehensive results-oriented evidence-based programs, practices and policies for post-conviction offenders under probation and supervised release.
- Ability to meet the public, work harmoniously with others and communicate effectively, both orally and in writing, is required.
- Be highly organized and possess tact, good judgment, poise, initiative, and maintain a professional demeanor at all times.
- Be able to establish good working relationships with peers, subordinates and superiors, and have a management style that builds consensus, trust and confidence with staff.
- Be able to balance the demands of varying workload responsibilities and deadlines.
- Be a proven problem-solver who can provide innovative solutions to workplace problems as well as employee relations issues.

EMPLOYMENT REQUIREMENTS

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 age 37 or over that have previous federal law enforcement officer experience and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine eligibility. Retirement is mandatory at age 57.

Applicants must be able to meet the medical requirements and perform the essential job functions of a Probation Officer, as detailed at www.uscourts.gov. Incumbents are subject to on-going random drug screening.

APPLICATION PROCEDURE:

Qualified applicants should submit the following:

1. Cover letter describing your leadership style, familiarity with evidence-based practices, and how your particular skills and experience relate to the position.
2. Comprehensive résumé including full educational summary, employment and salary history, leadership and management experience.
3. Application for Federal Employment (AO 78) and Supplemental Application Form located on the [court's website](#). (Not required for current employees of the District of Kansas)

Submit application materials combined in a single PDF to: ksd_recruitment@ksd.uscourts.gov

Interviews are tentatively scheduled for July 10, 2017, in Topeka. Applicants selected for interview must travel at their own expense.

INFORMATION FOR APPLICANTS:

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions.

*** THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER ***