

**Chief U.S. Probation Officer  
Vacancy Announcement # 16-20**

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF GEORGIA**

**Human Resources Office  
75 Ted Turner Drive, SW, Room 2013  
Atlanta, Georgia 30303-3338  
Announcement # 16-20  
Opening Date: June 17, 2016  
Closing Date: July 18, 2016, at 4:45 p.m.**



**Chief U.S. Probation Officer  
JSP 15 - JSP 18  
Salary Range: \$122,744 - \$191,687  
Based Upon Qualifications**

The United States District Court for the Northern District of Georgia is seeking a qualified applicant to fill the position of Chief Probation Officer. The Chief Probation Officer is appointed by, and serves at the pleasure of, the active judges of the Court. The Chief Probation Officer administers and manages Federal probation, parole and pretrial services within the Northern District of Georgia. The Northern District of Georgia covers 46 counties and has its main office in Atlanta, divisional offices in Gainesville, Rome, and Newnan, and a satellite office in Tucker, GA. This position is duty stationed in the Atlanta office. The incumbent is under the administrative direction of the chief judge of the district court and is directly responsible for the administration of the probation office. *THIS IS A COMBINED PROBATION/ PRETRIAL SERVICES OFFICE.*

**EXPERIENCE/EDUCATION:** To qualify for the position at level JSP 15, 16, 17, or 18, a person must have a bachelor's degree from an accredited college or university. There is a mandatory minimum of three years of progressively responsible specialized experience, one of which must have been at the next lower grade level or its equivalent (CL 30), in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required. Specialized experience must be earned after the bachelor's degree has been granted. Experience as a law enforcement officer such as a police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience.

**SUBSTITUTIONS:** Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade level. Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization; i.e., financial management, space and facilities management, oversight of information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or 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 of a medium to large company. Possible titles within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer or deputy chief pretrial services officer.

**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 pretrial defendants.

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- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation, parole and pretrial 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 court 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; make specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships 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 that encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program that explains probation, parole, pretrial 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.
- Administers a program of pretrial services within the district.
- Occasionally, may perform the duties of probation officers or supervising probation officers.
- Performs related duties as required by the court.

**CONDITIONS OF EMPLOYMENT:** The successful candidate will be required to submit to a background investigation which includes drug screening, fingerprinting, a credit check, and full field background investigation by the Office of Personnel Management. As a condition of continued employment, the incumbent will also be subject to an updated background investigation every five years.

There is no “maximum entry age” for this position. However, in order to be included under federal law enforcement officer retirement provisions, an individual would have to meet “maximum entry age” provisions as follows: 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. Applicants 37 or over with previous federal hazardous duty experience under the Civil Service Retirement System or the Federal Employees’ Retirement System may be eligible for appointment.

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Prior to first-time appointment under the federal law enforcement retirement provision, the selectee for this position will undergo a medical examination. Specific details of these requirements under law enforcement officer retirement provisions are available on the U.S. Courts web site [Law Enforcement Officer Provisions](#). Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable background investigation and suitability determination by the court.

Applicants must be a U.S. citizen.

**INFORMATION FOR APPLICANTS:**

- The United States District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request.
- This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay (i.e., Direct Deposit).

**BENEFITS:**

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

**APPLICATION PROCESS:**

To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) an application, Form AO 78, Federal Judicial Branch Application for Employment, (available via the following link: <http://www.uscourts.gov/forms/AO078.pdf> ). Completed package should be submitted electronically to [HR\\_GAND@gand.uscourts.gov](mailto:HR_GAND@gand.uscourts.gov) or via mail to: **United States District Court, Attn: Human Resources Manager, Vacancy #16-20, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. The closing date for receipt of applications is **Monday, July 18, 2016, at 4:45 p.m.** All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

*The United States District Court is an Equal Opportunity Employer.*