

# UNITED STATES PROBATION OFFICE EASTERN DISTRICT OF OKLAHOMA



## NOTICE OF VACANCY – Chief United States Probation Officer

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<b>Announcement Number:</b>	<b>23-001</b>
<b>Location of Position:</b>	<b>Eastern District of Oklahoma – Muskogee, OK</b>
<b>Position Title:</b>	<b>Chief U.S. Probation Officer</b>
<b>Classification Level:</b>	<b>Judicial Salary Plan - JSP 15 – JSP 16</b>
<b>Salary Range:</b>	<b>\$136,908 - \$195,000</b> <i>(actual salary based upon experience and qualifications)</i>
<b>Opening Date:</b>	<b>February 28, 2023</b>
<b>Closing Date:</b>	<b>March 28, 2023</b>
<b>Starting Date:</b>	<b>To be determined</b>

### **POSITION OVERVIEW:**

The United States Probation Office for the Eastern District of Oklahoma is accepting applications for the position of Chief United States Probation Officer (CUSPO). The CUSPO currently oversees a staff of 24 employees, including probation officers and administrative and clerical staff. The office has three locations – two in Muskogee, OK and one in Durant, OK. The CUSPO reports to the District Judges of the Eastern District of Oklahoma and is under the administrative direction of the Chief U.S. District Judge.

The CUSPO serves as the Court Unit Executive administering and managing the federal probation and pretrial services work for the entire District.

This is a “High-Sensitive” position. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation. The incumbent will also be subject to preemployment and periodic random drug testing. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. This requirement may be waived if the selectee is a U.S. Probation Officer. Further, the CUSPO will be subject to random drug screening and updated background investigations every five years.

The Court requires employees to adhere to the Code of Ethics and Conduct for Judicial Employees, which is available to applicants on the U. S. Courts website [www.uscourts.gov](http://www.uscourts.gov). This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

## **REPRESENTATIVE DUTIES:**

- Organizes the Probation & Pretrial Services office to ensure expeditious handling of investigative work for the Courts and other institutions and the effective case supervision of probationers and those on supervised release;
- Reviews, analyzes, and interprets statutory Judicial Conference, Administrative Office, and local Court requirements for the administration of probation and pretrial services; promulgates policies, procedures, and guidelines necessary to meet these requirements;
- Maintains administrative liaison with the Court, 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;
- Collaborates and cooperates with other local federal Court Unit Executives to ensure appropriate levels of service delivery to the Court in an effective and efficient manner;
- Selects and recommends to the Court applicants for appointment as probation and pretrial services officers and appoints all non-officer personnel; provides specific recommendation to the Court in all other personnel matters, including promotions, salary increases, disciplinary/corrective actions, and terminations; determines that all personnel are carefully selected and adequately trained; and makes certain the work of all subordinates is systematically evaluated;
- Manages the staff of the office, including all clerical, professional, supervisory, and administrative personnel;
- Prepares the office's operating budget and makes estimates for 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 to appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery;
- Makes specific recommendations regarding Court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices;
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social services agencies;
- Responsible for the oversight of the District's firearms and staff safety programs;
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment of persons under supervision;
- Occasionally, may perform the duties of Probation Officers (USPO) or Supervising Probation Officers (SUSPO); and
- Performs other related duties as required by the Court.

## **QUALIFICATIONS:**

- Applicants must be U.S. citizens or eligible to work in the United States. To qualify for a position of CUSPO at the JSP level 15 / 16 the applicant must have a bachelor's degree from an accredited college or university AND possess three years of specialized experience, one of which has been at the next lower grade level or its equivalent. Specialized experience must be earned after the bachelor's degree has been granted.
- The three years of specialized experience is mandatory and does not permit any substitutions.
- To qualify for coverage under the law enforcement provision of the federal retirement system, there is a mandatory retirement age of 57 with 20 years of federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits.

## **SPECIALIZED EXPERIENCE:**

- Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders placed in community correction or pretrial programs is required.
- 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.

## **SUBSTANTIAL MANAGEMENT EXPERIENCE:**

- Substantial management experience is high-level administrative experience that provided a thorough understanding of the organization, 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 within the judiciary would include Deputy Chief Probation Officer, Deputy Chief Pretrial Services Officer, Assistant Deputy Chief Probation Officer, and Assistant Deputy Chief Pretrial Services Officer.

## **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.
- If the applicant does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

## **COURT PREFERRED SKILLS:**

These additional qualifications, skills, and experience are preferred, but not required:

- A graduate degree in a closely related field received from an accredited university.
- Proven skills in problem-solving, resource management and staff motivation. Excellent organizational leadership and management skills. Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner, and well-versed in workplace technology.

- Comprehensive knowledge of and substantial experience in all areas of the operation and management of a federal probation and pretrial services office. Knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure. Knowledge of evidence-based and re-entry initiatives which clearly link to current and future operations and activities.
- Specialized high-level experience in budgeting and financial management, staffing and human resource functions, long and short-range planning, and oversight of information technology systems.

### **BENEFITS:**

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20 hours per week or more are eligible for benefits. The general Federal Employees benefits package includes:

- Social Security and Medicare benefits
- Paid Federal holidays as well as paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System
- Tax Deferred Retirement savings, with employer matching, under the Thrift Savings Plan
- Health benefits under the Federal Employees Health Benefits Program
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan
- Life insurance benefits under the Federal Employees Group Life Insurance Program
- Group Long Term Care Insurance through CNA
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement
- Federal Employees Group Long Term Disability Program
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management

### **APPLICATION PROCEDURES:**

**Qualified applicants should submit a complete applicant's packet, which includes: a letter of interest; a current, detailed resumé with salary history; and a completed Application for Judicial Branch Federal Employment (Form AO 78).** (Applications for Judicial Branch Federal Employment (Form AO 78) may be downloaded from the U. S. Courts website [www.uscourts.gov](http://www.uscourts.gov).) Application packets must be submitted via email, in one PDF file, to Stephanie Horton, Chief Deputy Clerk for the U.S. District Court for the Eastern District of Oklahoma at [stephanie\\_horton@oked.uscourts.gov](mailto:stephanie_horton@oked.uscourts.gov). Questions may be directed to Ms. Horton via email or at (918) 684-7911.

### **ADDITIONAL INFORMATION:**

The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Applicants selected for interviews will be required to travel to the designated location at their own expense. The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

*The United States Probation Office for the Eastern District of Oklahoma is an Equal Opportunity Employer and values diversity in the workplace.*