

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK**

VACANCY ANNOUNCEMENT

POSITION TITLE: CHIEF U.S. PROBATION OFFICER

LOCATION OF POSITION: Brooklyn, New York

SALARY RANGE: JSP 14 to JSP 18

GRADE RANGE: \$84,563 TO \$142,500

OPENS: October 27, 2003

CLOSES: November 30, 2003

STARTING DATE: January 5, 2004

The United States District Court for the Eastern District of New York is accepting applications for the position of Chief Probation Officer.

Position Overview:

The Chief Probation Officer administers and manages federal probation services for 5 counties (Kings, Queens, Richmond, Nassau and Suffolk) which comprise the Eastern District of New York. Almost 8 million citizens reside in the Eastern District. The Chief Probation Officer is under the administrative direction of the Chief Judge of the District Court. The Eastern District of New York has 15 active district judges, 6 senior judges, and 15 full-time magistrate judges. The Probation Office maintains a headquarters office at 75 Clinton Street in downtown Brooklyn, NY; satellite offices at 111 Livingston Street and 50 Clinton Street in Brooklyn and a large divisional office at the Long Island Federal Courthouse in Cental Islip. As of October 1, 2003, the total staff is 226, including 149 probation officers. Present workload includes supervision of approximately 3,700 probationers, parolees, and supervised releasees. During 2002, pre-sentence investigations totaled 1,971, with an additional 1,012 collateral reports.

Representative Duties:

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 supervised releasees.

Reviews, analyzes and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole 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 delivery of an appropriate level of service. Establishes and maintains cooperative relationships with other local court executives.

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Maintains liaison with the chief judge and all judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.

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 staff is systematically evaluated.

Manages the staff of the office including all clerical, professional, supervisory and administrative personnel.

Prepares an operating budget and makes an estimate of personnel, 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 maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.

Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment of clients.

Oversees and is responsible for providing adequate space, equipment, and supplies for the operation of the office.

Qualifications:

First time appointees to positions covered under the law enforcement retirements provisions for the federal probation service must not have reached their 37th birthday at the time of appointment. A four year degree is required from an accredited college or university with specialization in one or more of the social sciences appropriate to the position to be filled. An advanced degree in an appropriate area is preferred. In addition, to qualify for the position of chief probation officer, JSP 14 to 18, and applicant must possess the following years of specialized experience, one year of which must have been at the next lower grade:

JSP 14 - 6 years; JSP 15 - 7 years; JSP 16 - 8 years; JSP 17 - 9 years; JSP 18 - 10 years.

Specialized experience is defined as progressively responsible experience gained after completion of a degree in investigation, supervision, counseling and guidance of offenders in community correction or

pretrial programs in such fields as probation, pretrial services, parole, corrections, criminal investigation or work in substance/addiction treatment. The three years of specialized experience is mandatory and does not permit any substitutions.

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(Experience as a police officer, FBI agent, customs agent, marshal or in similar positions does not meet the requirements of specialized experience.)

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 level. If a person does not have three years of management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level. Substantial management experience is high-level administrative experience that provides a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experiences typically includes financial management, space and facilities management, oversight of information technology and human resources functions, and long and short range planning.

Application Process:

Candidates must submit an original and five copies of a resume and cover letter to:

Clerk of the Court
United States District Court
Eastern District of New York
225 Cadman Plaza East
Brooklyn, NY 11201
Attn: Personnel Office

Applications must be received no later than November 30, 2003.

Selection process:

The most qualified applicants will be invited to one or more personal interviews with the Court, including a Panel of three federal district court judges. Persons selected for interviews will be required to travel to the designated location at their own expense. Relocation expenses are not authorized. The person selected for this position may have to undergo a full field background investigation conducted by the Office of Personnel Management.

The position will be filled in accordance with the Employment Dispute Resolution Plan as adopted by the United States District Court. The United States District Court for the Eastern District of New York is in full compliance with EEO requirements.