

■ CAREER OPPORTUNITY ■



AMENDED

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Title: CHIEF UNITED STATES PROBATION &
PRETRIAL SERVICES OFFICER
Location: Grand Rapids, Michigan
Closing Date: Open until filled---Priority consideration given to
those who apply by April 21, 2023
Salary Range: JSP 16 – 17 (\$160,568 - \$213,778)

**Starting salary commensurate with work experience, education, and current or previous Federal experience.*

Note: This announcement has been amended to extend priority consideration date.

The United States District Court for the Western District of Michigan is accepting applications for the full-time position of Chief United States Probation & Pretrial Services Officer. The Chief United States Probation & Pretrial Services Officer is a high-level executive management position which functions under the administrative direction of the Chief Judge of the Court. The position is directly responsible for administration and management of all daily operations of Federal probation and pretrial services within the Western District of Michigan. The Michigan Western Probation Office currently employs approximately 50 employees and is headquartered in Grand Rapids, with branch offices in Kalamazoo, Lansing, and Marquette.

RESPONSIBILITIES

- Organizes and manages the probation and pretrial services office to ensure expeditious handling of investigative work including effective case supervision of pretrial and presentence defendants, probationers, and persons on supervised release.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole commission requirements for the administration of pretrial, probation, and supervised release services; promulgate policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guideline to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.

- Manages the staff of the office; selects and recommends candidates for appointment as probation officers to the Court; appoints all non-officer personnel; makes determinations on all other personnel matters, including promotions, salary increases, disciplinary actions, and terminations; ensures that all personnel are carefully selected and adequately trained; ensures performance is systematically evaluated.
- Prepares and maintains appropriate fiscal controls over operating budgets including estimates of personnel, space allocations, and operating allowance needs; approves requisitions; certifies vouchers for payment; maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchase 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; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing and supervision practices.
- Establishes and maintains cooperative relationships with other court unit executives, probation and pretrial services offices and 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 commitment, enthusiasm, positive morale, diversity, equity, and inclusion.
- Develops and maintains a public relations program that explains probation, supervised release, and other correctional services to the community; assumes responsibility for communication with the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of probation or pretrial services officers or of supervising probation or pretrial services officers.
- Performs related duties as required by the Court.

QUALIFICATIONS

- To qualify for position at JSP 16 level, a person must have a bachelor's degree from an accredited college or university and possess three years of progressively responsible specialized experience earned after the bachelor's degree has been issued.

- To qualify for position at JSP 17 level, a person must, in addition to the three years of progressively responsible specialized experience, possess three years of substantial management experience earned after the bachelor's degree has been issued.
- The three years of specialized experience is mandatory and does not permit any substitutions.

Specialized Experience is progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs. Experience in police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigations experience, does not meet the requirements of specialized experience.

Substantial Management Experience is high-level administrative experience that provided a thorough understanding of the organizational, 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 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 any of the court unit executive or type II second in command titles, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

Court Preferred Skills

- Substantial knowledge of and experience in the operations and management of federal probation and/or pretrial services. Knowledge of federal judiciary strategic plans, policies, and procedures. Knowledge of the U.S. Sentencing Guidelines, applicable statutes and case law, and Federal rules of Criminal Procedure.
- Demonstrated commitment to and expertise in evidence-based and re-entry initiatives, and in the development of organizational practices rooted in evidence-based principles to improve offender outcomes and reduce recidivism.
- Excellent organizational leadership and management skills, to include the ability to coach and develop employees. Experience in leading teams and large multifaceted projects, evaluating work processes and organizational impact, re-engineering or creating new organizational models, and planning and implementing change.
- Proven skills in problem solving, resources management, and staff motivation. Excellent analytical skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner.
- A graduate degree in a closely related field from an accredited university.

Desirable Personal Characteristics

The successful candidate must be an adept leader, visionary, and motivator; must be mature and highly organized; must possess tact, good judgment, poise, and initiative, and always maintain a professional appearance and demeanor. Ability to meet with the public, work harmoniously with others, and communicate effectively (both orally and in writing) is required. The successful candidate must be flexible and conscientious about detail and accuracy, able to manage and balance multiple priorities and workload responsibilities and demonstrate the ability to manage and lead a diverse workforce.

CONDITIONS OF EMPLOYMENT

- Each applicant must be a U.S. Citizen or eligible to work in the United States.
- The U.S. Probation Office is part of the federal judiciary. The Chief United States Probation & Pretrial Services Officer serves under an excepted service appointment. The Chief United States Probation & Pretrial Services Officer is an at-will employee who serves at the pleasure of the Court.
- This is an executive, high-sensitive position within the Judiciary. Employment is provisional pending the successful completion of a ten-year full background investigation, including credit check, and favorable suitability determination. Updated background investigations are required every five years. Background investigations/re-investigations for current federal judiciary employees are subject to review by the hiring authority.
- Prior to first time appointment under the federal law enforcement provision, the selectee for this position will undergo a medical examination. Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally, pending a favorable background investigation and suitability determination by the Court. The officer medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at the U.S. Courts Website: [Officer Medical Requirements](#). As conditions of employment, the incumbent will be subject to ongoing random drug screening, and, as deemed necessary by the Court for reasonable cause, may be subject to subsequent fitness for duty evaluations.
- **Maximum Entry Age for Law Enforcement Retirement Coverage** - There is no maximum entry age for this position. However, in order to be included under the federal law enforcement officer retirement provisions, a first-time appointee must not have reached their 37th birthday as there is a mandatory retirement age of 57 with 20 years of creditable federal law enforcement experience. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirements. If the selectee is currently in a federal hazardous duty position, mandatory retirement requirements apply. There is no mandatory retirement age for regular federal retirement benefits.
- This position requires travel. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage pursuant to policy.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the [Code of Conduct for Judicial Employees](#).

BENEFITS

Employees of United States Courts have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental & vision insurance, flexible spending program, 11 paid holidays per year, and a leave accrual program. (NOTE: For FERS retirement, employees contribute to the Basic Benefit Plan through

payroll deductions and receive a benefit, which is calculated at retirement. Employees appointed on or after January 1, 2014 *automatically contribute 4.4% (regular retirement) or 4.9% (law enforcement officer)* of their base pay each paycheck to the Basic Benefit plan.) Additional information about federal judiciary employee benefits and compensation can be found at <http://www.uscourts.gov/Careers.aspx>.

HOW TO APPLY

For consideration, qualified applicants must submit the following:

- a letter of interest, not to exceed two pages, that outlines your qualifications and leadership style, vision and values as it relates to performing the responsibilities of the Chief U.S. Probation & Pretrial Services Officer;
- a detailed resume;
- contact information for three professional references;
- Copies of last two performance evaluations/appraisals. If not available, please provide an explanation in your letter of interest, and
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf> (**NOTE:** Due to the high sensitivity of this position, applicants are required to fill out the Optional Background Information section (*Questions 18 – 20*) on the AO78.)

Incomplete applications will not be considered. Required documents must be sent via email as **one PDF** file to human_resources@miwd.uscourts.gov. Open until filled. Priority consideration given to those who apply by **April 21, 2023**. **No phone calls please.**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, if a closing date is provided, any of which may occur without prior written notice or other notice. Applicants selected for interviews must travel at their own expense. Relocation reimbursement for the candidate selected for the position may be available based on available funding. All information provided by applicant is subject to verification. False statements or omissions of information on any application materials or inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. The Court will contact references, including former employers, for top candidates. The Court reserves the right to contact additional references other than those provided by the applicant.

THE JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER