



VACANCY ANNOUNCEMENT

Announcement Number: 2019-04
Position: Chief United States Probation Officer
Date Open: September 23, 2019
Date Closed: October 21, 2019
Duty Station: Burlington, Vermont
Salary Range: JSP 16 (\$145,244 - \$188,815)

Position Overview:

The United States District Court for the District of Vermont is seeking a qualified individual for the position of Chief Probation Officer. The Chief Probation Officer is directly responsible for the administration and management of the federal probation office in the district. The District of Vermont currently has three district judges and one magistrate judge. The probation office has a total of 23 staff, including probation officers, administrative and clerical positions. This is a high-level senior management position that is under the administrative direction of the Chief Judge of the U.S. District Court.

Representative 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 persons on supervised release.
- Reviews, analyzes, and interprets statutory, Judicial Conference, U.S. Sentencing Commission, and Parole Commission requirements for the administration of probation, parole and supervised release 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.
- Directs the probation office's financial service functions, including management of the annual budget and oversight of purchasing, contracting, and accounting functions in compliance with U.S. Government and Judicial Branch regulations and controls.
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment of clients.
- Utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- 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 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 which encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program which explains probation, parole, 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.
- Maintains national standards and interacts with the Administrative Office of the Courts, Judicial Center, and other districts to ensure best practices and to maintain effectiveness.

- Performs related duties as required by the court.

Court-Preferred Skills:

To qualify for the Chief position, candidates must have a bachelor's degree from an accredited college or university. An advanced degree or Juris Doctor is preferred.

Previous management/leadership experience, education, or training relevant to U.S. Probation operations, with substantial knowledge of and experience in the operations and management of supervision and court services, including policies and procedures.

Excellent analytical and writing skills, including the ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.

Excellent organizational leadership and management skills. Extensive knowledge of federal judiciary policies and procedures, U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure. Current knowledge of evidence-based and re-entry practices, including relevant research and emerging trends, which clearly link to current and future operations and policies.

The successful candidate will be a leader and motivator; will be passionate about the work and mission of the Probation Office and national system; will be highly organized; possess maturity, tact, good judgment, poise, and initiative. The demonstrated ability to work effectively with the public, partner agencies and staff, and communicate effectively (verbal and written) is required. The successful candidate will be flexible and conscientious about detail and accuracy, and be able to balance the demands of varying workload responsibilities and deadlines without sacrificing quality. The successful candidate will also have a deep respect for and commitment to the work of the court, as well as the ability to work collegially with the other court units and members of the management teams.

Application Procedures:

Qualified applicants should submit an original:

- Letter of interest, which addresses qualifications, skills, education and experience necessary to perform the duties of the Chief U.S. Probation Officer.
- Detailed resume
- Mail, email or hand deliver your application materials to:

Jo Lamarche
Judicial Assistant to Chief Judge Geoffrey Crawford
P.O. Box 478
Rutland, VT 05702-0478
jo_lamarche@vtd.uscourts.gov

Only applicants who are selected for interviews will be contacted by the Court. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

The United States Probation Office is an Equal Opportunity Employer.