

**UNITED STATES PROBATION & PRETRIAL SERVICES
OFFICE DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Assistant Deputy Chief U.S. Probation Officer

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #24-01

LOCATION: Boston, MA

CLASSIFICATION LEVEL: CL 31 (\$129,881- \$191,900)*
* Starting salary depending on qualifications and experience.

OPENS: January 29, 2024

CLOSES: March 1, 2024

The U.S Probation & Pretrial Services Office for the U.S. District Court for the District of Massachusetts is seeking a qualified individual for the position of Assistant Deputy Chief Probation Officer. Our fast paced, innovative environment will provide opportunities for challenging and rewarding work as a member of the executive leadership team as one of two Assistant Deputy Chief U.S. Probation Officers. The Assistant Deputy Chief Probation Officer reports to the Deputy Chief United States Probation Officer and assists the Deputy and Chief U.S. Probation Officer in the administration and management of probation operations within the district.

The Assistant Deputy Chief U.S. Probation Officer will manage, and is responsible for, divisional operations as assigned by the Chief U.S. Probation Officer or Deputy Chief U.S. Probation Officer. The incumbent must be willing and able to regularly travel to the various Probation Offices in the district, as well as other locations in the United States. The ideal candidate will have substantive and current experience in supervision in both presentence/bail investigations and supervision work.

DISTRICT:

The U.S. Probation & Pretrial Services Office serves the federal judicial district of Massachusetts with courthouse and office locations in Boston, Worcester, and Springfield and additional office locations in Lawrence and Taunton, MA. The District's Probation & Pretrial staff totals 85 individuals, serving a Court comprised of 13 District Judges, 8 Senior District Judges and 7 Magistrate Judges.

REPRESENTATIVE DUTIES/RESPONSIBILITIES:

Responsibilities include, but are not limited to:

- Collaborate with the Chief, Deputy Chief and Assistant Deputy Chief to define and achieve goals for the District. Identify and implement short- and long-term initiatives to achieve goals and assist in the management of probation and pretrial services throughout the District.
- Manage and develop staff, programs, and practices to ensure an excellent standard of work and continued progress in operations, District programming, and initiatives.
- Ensure compliance with national and local policies and procedures and administrative practices.
- Facilitate and negotiate complicated and/or sensitive matters with Judges, managers, external parties, and staff members. Serve as a resource to these and other parties regarding services, programs, policies and procedures, etc.
- Serve as a liaison and resource to state, local, or other federal entities; community providers and partners, other judicial districts, and the local Court family. Represent the Office at conferences, seminars, meetings and participate in collaborative partnerships with other agencies and/or workgroups.
- Establish performance standards, evaluate staff performance, and conduct data and other quality control through review of work and supervision of staff.
- Utilize DSS, PACTS, and other data and resources to analyze trends, evaluate operations, solve problems, measure processes and outcomes, and improve practices. Employ evidence-based practices and maximize the use of technology resources to advance the Office and its goals.
- Occasionally perform duties of a supervisor or officer, as needed.
- Other duties as required by the Chief U.S. Probation Officer.
- Duties will require routine travel to various office locations.

QUALIFICATIONS & EXPERIENCE:

Degree: A four-year degree from an accredited college or university is required. Academic specialization in a field of study such as criminal justice, criminology, psychology, social work, human relations, business or public administration, or related field is preferred.

Specialized Experience: Specialized employment experience, obtained after completion of degree, is also required as follows:

CL-31: Four years of specialized experience, including at least one year as probation/pretrial services officer in the U.S. courts.

Specialized experience is progressively responsible experience in in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Preferred Skills and Qualifications:

The Assistant Deputy Chief U.S. Probation Officer must have and maintain thorough knowledge of the Federal Judicial System, including national and local policies and procedures and local administrative practices, as well as knowledge of both the supervision and investigative disciplines. Candidates should possess excellent judgment; interpersonal, communication, problem solving, and time management skills; and should demonstrate leadership qualities including vision, strategic thinking, creativity, flexibility, and integrity. Candidates should have a track record of contributions toward meeting organizational goals and mission as well as successful collaboration with others including colleagues and external parties.

APPLICATION PROCESS:

Consideration will only be given to those that apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.mad.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A letter of interest of no more than (2) pages.
2. A current resume that includes the names and contact information for three (3) professional references and their current contact information;
3. Your last two (2) performance appraisals. If unavailable, please provide explanation in cover letter and,
4. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

Information

Application packages will not be considered completed until ALL the items listed have been received by Human Resources.

For Applicants:

The District of Massachusetts U.S. Probation Office is an equal opportunity employer that is committed to a diversified workforce. Employees of the U.S. District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U. S. Probation & Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Due to the expected high volume of applicants for this position, the U.S. Probation Office will only make contact with those qualified applicants who will be invited to interview. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

NO FAXES OR EMAIL PLEASE