



***U.S. Probation and Pretrial Services Office  
for the  
Western District of Pennsylvania***



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**Vacancy Number 22-11**

Opening Date: October 3, 2022  
Closing Date: October 24, 2022

**Assistant Deputy Chief U.S. Probation Officer**  
**Duty Location: Pittsburgh, PA**  
CL 31 (\$108,277 starting - \$175,972 ending) Table PIT

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**Probation and Pretrial Services Office:**

The Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania is seeking an Assistant Deputy Chief U.S. Probation Officer located in the Pittsburgh office. The incumbent is responsible for assisting the Chief U.S. Probation Officer (CUSPO) and the Deputy Chief U.S. Probation Officer (DCUSPO) in the administration and management of all probation services within the District. Responsibilities include the coordination of work assignments to all units; the management review of all completed presentence investigation reports, written communication to the Court, and monthly caseload list forms; serving as the resource person for supervisors regarding sentencing guideline and supervision issues; and assisting in the development and implementation of appropriate policies, procedures, guidelines, and standards.

The Western District of Pennsylvania's jurisdiction encompasses the 25 western counties of Pennsylvania. The U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania provides services to the Court, the community, and people under supervision. The U.S. Probation Office has approximately 80 employees including probation officers and administrative support staff. The U.S. Probation Office headquarters is located within the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA, with divisional offices located in Erie and Johnstown.

**Mission Statement**

We believe everyone can experience meaningful change and personal growth. In our service to the Court and to the public, we use best practices to promote positive outcomes and create safer communities.

**Representative Duties**

The position entails administrative and managerial functions that include but are not limited to, under the direction of the CUSPO or DCUSPO:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities.
- Assists in overseeing the daily operations of the department, including establishing priorities and submitting deadlines.
- Assists the Chief and Deputy Chief Probation Officers in the formulation, implementation, and modification of probation and pretrial services policies in the district.
- Uses vision and innovation to lead; building confidence and inspiring others to perform at a high level; adapting to change and getting results under challenging conditions.
- Manages, develops, and mentors supervisory officers, specialists, and support staff, including establishing standards, evaluating performance, handling disciplinary actions, and recommending new hires and personnel actions.
- Participates in the systematic analysis of performance for all staff and the training of new front-line supervisors. Assists in the recruitment, selection, hiring, and assignment of personnel.
- Assists in establishing and maintaining cooperative relationships with other Probation and Pretrial Offices to assure requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system, to include federal, state, and local law enforcement, correctional, and social service agencies.
- Assists in promoting conditions which encourage staff loyalty, enthusiasm, and morale.
- Assists in identifying training needs within the district.
- Participates in public relations to explain probation, parole, and other correctional services to the community.

- Assists in conducting internal investigations of personnel matters as required by the CUSPO or DCUSPO.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures. Facilitates, mediates, and negotiates complex and sensitive matters with judges, manager, unit executives, and staff.
- Conducts staff meetings and communicates operational status and relevant information to supervisors and staff.
- Travels to divisional offices as directed by the CUSPO or DCUSPO to assess and evaluate the administrative and operational areas of the district and to foster a productive work environment and morale among offices.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- May occasionally perform the duties of a probation or pretrial officer or supervising probation officer.
- Frequent travel in and out of district required.
- Performs other duties as required by the CUSPO, the DCUSPO, and the Court.

### **Qualifications**

To qualify for the position of Assistant Deputy Chief Probation Officer, an applicant must possess at least three years of specialized experience, and two years of supervisory experience with at least one year at a CL-30 in the U.S. Courts. A Bachelor's Degree is required and a Master's Degree is highly preferred.

### **Specialized Experience**

Specialized experience is progressively responsible experience gained after completion of a bachelor's degree in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal or in similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

### **Education Substitutions**

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

**\*\*Note:** A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

### **Court Preferred Skills:**

The following qualification, skills, and experience are strongly preferred, but not required:

- A graduate degree in a closely related field from an accredited university.
- Direct management experience in developing, implementing, administering and evaluating comprehensive results-oriented evidence-based programs, practices, and policies.
- Project management experience with the ability to lead major change initiatives and multiple projects simultaneously with limited supervision.
- Familiarity with budget principles, financial management, information technology, and human resource functions.
- Have a thorough understanding of PACTS and DSS and demonstrate how he or she has used PACTS and DSS reports to formulate solutions to problems. Further, he or she must demonstrate how data has been used to access trends and ensure evidence-based practices within their respective discipline (i.e., Pretrial Services, Presentence, and/or Post-conviction).

### **Candidates must also demonstrate:**

- Skill and experience in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, influence decision makers and strive for high level achievement.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards.
- Ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.
- Excellent organizational and time management skills with the ability to balance the demands of varying workload responsibilities and deadlines.
- Ability to create an organizational community that supports, values, and develops members of the organization.
- A professional demeanor and appearance appropriate for a law or professional office environment.

## **Hazardous Duty Requirements:**

- Law enforcement officers are covered by the special retirement provisions of the Hazardous Duty Act. Retirement is mandatory at age 57 with 20 years of service due to the physical requirements of the position. First-time appointees to the position must not have reached their 37<sup>th</sup> birthday at the time of appointment.
- As a condition of employment, the selectee must successfully complete a background investigation, which includes a credit bureau check. In addition, the incumbent will be subject to random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

## **Benefits:**

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, optional long-term care and long-term disability, optional vision, optional dental, annual/sick leave, federal holidays and periodic salary increases.

## **Conditions of Employment**

- Law Enforcement Officers of the United States Courts serve under “Excepted Appointments” and may be removed only for cause.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in 8 U.S.C§ 1324b(a)(3)(B).
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.
- An FBI records check is required for all individuals appointed to positions in the Probation Office.
- The probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.

## **How to Apply:**

Qualified candidates must submit:

- A letter providing a detailed narrative statement addressing the following: Over the last ten years, there have been significant changes and developments made in the probation/pretrial services fields, specifically in the areas of evidence-based practices, risk assessment, and outcome measurement. Describe how you, as Assistant Deputy Chief United States Probation Officer, will ensure that the United States Probation/Pretrial Services Office in the Western District of Pennsylvania stands out as a positive example for other probation offices in these areas, while also assisting the Chief U.S. Probation Officer and Deputy Chief U.S. Probation Officer. This letter should be no longer than two pages.
- A chronological resume.
- A Federal Judicial Branch Application for Employment (AO 78).
- Two recent performance evaluations.
- Three professional references with contact information.

Applicants who meet all qualifications must submit the following items online: <https://www.pawp.uscourts.gov/careers>. Application forms are available on the Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania website at <https://www.pawp.uscourts.gov/careers> fillable format. Please type or print all information and sign and date forms where indicated. Incomplete packets will not be considered. Applications received after closing date may not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Due to the volume of applications, the US Probation office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.

**Disclosures:**

- Only the most qualified persons will be invited to a personal interview.
- Reimbursement for travel and expenses for interview or relocation is not authorized.
- A driver's license is required to conduct work. A valid driver's license is required.
- This office may contact references on top candidates and may contact former employers.
- This court is an Equal Opportunity Employer.
- No phone calls please.