



Notice of Vacancy

Position Title:	Supervisory Probation Officer Full-time/Regular, Excepted Service
Announcement No.:	2016-12
Location:	Charlottesville, Harrisonburg, & Roanoke, Virginia
Opening Date:	June 27, 2016
Closing Date:	July 8, 2016
Salary Range:	\$67,537 - \$129,754 (C 29 –CL 30) Starting grade and salary commensurate with qualifications and experience Promotion potential to target grade of CL 30 without further competition

The U.S. Probation Office for the Western District of Virginia, a combined district for probation and pretrial services, currently consists of 64 employees who support 9 judicial officers and staff located in seven divisional offices (Abingdon, Big Stone Gap, Charlottesville, Danville, Harrisonburg, Lynchburg and Roanoke).

This is a supervisory position in which the incumbent is responsible for the administrative and technical supervision of line officers and officer specialists. The position involves the application of technical knowledge related to federal pretrial/probation services and professional or supervisory skills related to leading a team. Positions are located in the divisional offices of Charlottesville and Harrisonburg and in the main divisional office of Roanoke. More than one position may be filled in the Roanoke divisional office. Occasional travel including overnight, within and outside the district, is required.

REPRESENTATIVE DUTIES

- Supervises professional law enforcement staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending and effecting disciplinary actions when necessary. Confers regularly with staff to provide direction and assistance in case situations and with general operational procedures. Receives, prioritizes, and assigns work to staff, ensuring that work is assigned fairly and equitably. Monitors time and attendance and evaluates and approve leave requests. Serves as a resource for officers and other staff to assist with performing work successfully and efficiently. Develops and implements training programs for officers and staff. Makes recommendations regarding new hires and personnel actions. Provides training and orientation for new staff members.
-

-
- Reviews and edits written work, including case plans, correspondence, and reports submitted to the court. Ensures that recommendations made by officers to the court adhere to local and national policy and guidelines. Ensures adequate coverage for office activities, court appearance, etc. Conducts audits and reviews of case work. Analyzes management reports for efficient distribution of work. Establishes schedules and deadlines for completion of work. Develops or accepts recommendations from subordinates to increase productivity and work quality.
 - Develops recommendations and advises the court on appropriate issues. Assists management in the formulation and modification of office management policies. Keeps subordinates informed of the policies and procedures of the organization as a whole. Guides and assists subordinates in adapting to new policies and procedures.
 - Communicates and responds to management requests regarding case operations. Answers procedural questions for judges, staff, and the public. Provides customer service and resolves difficulties while complying with regulations, rules, and procedures. Abides by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrates sound ethics and good judgment at all times. Handles confidential and sensitive information appropriately.
 - Performs any or all duties of a probation or pretrial services officer, including investigation and/or supervising offenders/defendants.
 - Performs other duties as assigned.

QUALIFICATIONS

A bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position, and at least five years of progressively responsible administrative, technical, professional, supervisory or managerial experience, *including at least five years experience as a CL 28 probation officer*, that provided an opportunity to gain: skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; the knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the probation office are required.

BENEFITS

For federal benefits information, visit: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

Prior to appointment, the selectee considered for this position will undergo a medical examination, drug screening and a ten-year background investigation. Upon successful completion of the medical examination, drug screening and background investigation, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing 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.

The medical requirements for primary and secondary law enforcement officer and officer assistant positions are available for public review at <http://www.uscourts.gov> under Officer and Officer Assistant Medical Requirements.

Work is performed in an office setting and in the community (field situations) and may be subject to variable hours, including nights and weekends, and requires regular contact with persons who have violent backgrounds.

HOW TO APPLY

Qualified persons should submit a letter of interest, a detailed resume, a judicial application for employment (available on our website at <http://www.vawd.uscourts.gov> under Employment), and contact information for three professional references to: Human Resources #2016-12, U.S. District Court, 210 Franklin Rd. SW, Room 540, Roanoke, VA 24011, or via email to: careers@vawd.uscourts.gov. Application submissions must be received by close of business Friday, July 8, 2016.

Incomplete submissions will not be considered. Due to the anticipated high volume of submissions expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The United States District Court is an Equal Opportunity Employer.
