

UNITED STATES DISTRICT COURT
District of Connecticut
U. S. Probation Office

Edward S. Chinn
Chief United States Probation Officer

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VACANCY ANNOUNCEMENT

Announcement Number: 14-CT-02

Position Title: ASSISTANT DEPUTY CHIEF
U.S. PROBATION OFFICER

Salary Range: CL/31 (\$103,604 - \$157,100 - New Haven or Bridgeport)
(\$101,270 - \$157,100 - Hartford)

Position Location: Within the District of Connecticut

Opening Date: May 16, 2014

Closing Date: June 6, 2014

Open to current Supervising U.S. Probation Officers with a minimum of one year of management performance at a CL30.

An Assistant Deputy Chief United States Probation Officer provides support to the Chief Probation Officer in the day to day administration of the probation office by performing management functions as outlined below:

REPRESENTATIVE DUTIES:

Responsibilities include, but are not necessarily limited to:

▶ **LEADERSHIP**

- Ability to execute strategic change both within and outside the organization, to meet organizational goals (creative, external awareness, flexibility, resilience).

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- Ability to lead people toward meeting the organization's vision, mission and goals (fosters development of others, fosters inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision).
- Ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks (accountability, customer service oriented, technical credibility).
- Ability to build coalitions internally and with other agencies (builds alliances, collaborates across boundaries to build strategic relationships).

▶ **POLICY DEVELOPMENT AND ADMINISTRATION**

- Assists in review, analysis, and interpretation of statutory and regulatory requirements
- Assists in managing district to insure completion of all work
- Assists in development, implementation and evaluation of district policies, procedures, standards and programs
- Has supervision and oversight of all three offices
- Analyzes DSS data collected to formulate solutions to problems, which includes modifications to existing and development of new policies, procedures, and/or administrative practices.
- Assists in the development and promotion of concepts related to Evidence Based Practices -outcome based actions, performance measures and strategic planning.

▶ **PERSONNEL ADMINISTRATION/MANAGEMENT**

- Coordinates screening/selection process for non-professional staff
- Assists in orientation of new employees
- Assists in development and implementation of performance appraisal systems
- Assists in identifying and correcting performance and/or conduct problems
- Assists in investigating and resolving employee grievances
- Makes recommendations on personnel matters
- Develops strategies for enhancing employee potential

▶ **QUALITY CONTROL**

- Oversees quality control of the office operations including: random reviews/checks of presentence and supervision reports/duties. Probation and Pretrial Case Tracking System PACTS/Decision Support System (DSS) data, as well as review of other relevant information.

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- Reviews daily and special travel of supervisory and administrative personnel
- Performs duties of the supervisors in their absence
- Audits work of supervisors, officers, and support staff
- Coordinates and oversees the development, implementation, administration, and evaluation of comprehensive results-oriented evidence-based programs, practices and policies for post-conviction offenders on probation or supervised release.

▶ **COMMUNICATION**

- Assists in maintaining cooperative relationship with all components of the criminal justice system
- Assists in maintaining liaison with judicial officers
- Assists in communicating mission, policy, procedures and programs
- Counsels supervisors and employees on communication issues/problems

▶ **PLANNING**

- Assists in planning of personnel, space, and budget issues
- Assists in developing systems for equitable distribution of workload
- Assists in identifying and planning to meet training needs

Performs other duties as assigned.

QUALIFICATIONS: To qualify for the position of Assistant Deputy Chief United States Probation Officer at the CL-31 level, the incumbent must possess three years specialized experience, including at least one year equivalent to work at the CL30 (supervisory level), have a bachelor's degree from an accredited college or university in one of the following academic disciplines: criminal justice, sociology, psychology, counseling, public or business administration.

PREFERRED QUALIFICATIONS:

- Possesses a minimum three years supervisory experience at the CL30 level.
- Possesses significant project management experience.
- Possesses expertise and demonstrated knowledge of automated systems including PACTS, PSX, and DSS.
- Demonstrated knowledge of using Information Technology in managing daily operations and ensuring officer compliance.

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- Possess a masters degree in Public Administration/ Business Administration, or related field.

EDUCATION: Must possess 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/public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position. A master's degree in a similar field of study indicated above is preferred.

EMPLOYEE BENEFITS: Full-time employees of the United States Probation Office are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, long-term disability insurance, 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The U.S. Probation Office also offers , when the budget allows, an employee recognition program and paid on-site parking.

CONDITIONS OF EMPLOYMENT: A federal United States Probation Officer must have a completed and successful OPM background check, which is required for employment. Re-investigations are conducted every five years. Applicants considered for this position will undergo random drug screening throughout the term of employment. This position is covered under the federal hazardous duty retirement provisions with mandatory retirement at age 57.

APPLICATION PROCESS:

Applicants must submit a narrative statement addressing the Quality Ranking Factor listed below. **(Mandatory)**

The District of Connecticut believes that leading change, leading people, and building coalitions define competencies required to build a culture that drives for results, and builds successful teams within and outside our organization.

Describe in detail your level of participation, scope of responsibility and how the above competencies apply or impacted your management of either a unit, or division of a Probation/Pretrial Office.

How to Apply: To be considered for this position, applicants **must** submit the following:

- ▶ Cover letter
- ▶ AO78
- ▶ Resume
- ▶ Written narrative addressing the Quality Ranking Factor
- ▶ Two most recent performance evaluations
- ▶ Three professional references

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Incomplete packets will not be considered.

Please mail the above required information to the attention of:

**Edward Scott Chinn, Chief
U.S. Probation officer
157 Church Street, 22nd floor
New Haven, CT 06510**

It is preferred applicants submit ALL required documentation in a single PDF document to:

JOYCE_CROWTHER@CTP.USCOURTS.GOV

SPECIAL NOTES:

The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, or fill the position earlier than the closing date, any of which may occur without prior written or other notice.

Due to potential volume of applications, this agency will only communicate with those individuals who will be invited for personal interviews.

The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The U.S. Probation Office for the District of Connecticut is an Equal Opportunity Employer.