

**United States Probation Office
District of Puerto Rico**

Gustavo A. Gelpí
Chief U.S. District Judge



Luis O. Encarnación-Canales
Chief U.S. Probation Officer

Vacancy Announcement 19-02

OPEN TO ALL QUALIFIED U.S. PROBATION AND PRETRIAL SERVICES OFFICERS

Position Title: Deputy Chief U.S. Probation Officer
Position Type: Full-time /Permanent
Grade: Classification Level JSP 14 -JSP 15
Depending Upon Qualifications and Experience
Salary Range: \$102,106.00 - \$157,663.00 (+ 3.48 % Cost of Living Allowance)
Open Date: Friday, February 15, 2019
Closing Date: Friday, March 15, 2019

POSITION OVERVIEW

The United States Probation for the District of Puerto Rico is accepting applications for the position of Deputy Chief U.S. Probation Officer. The Deputy Chief U.S. Probation Officer is a senior executive-level management position that serves as second-in-command, with full supervisory and management responsibility for the office.

The Deputy Chief U.S. Probation Officer reports to and assists the Chief Probation Officer in administering and managing the federal probation and pretrial services within the District of Puerto Rico Under the direction of the Chief Probation Officer, the Deputy Chief U.S. Probation Officer is responsible for the managing, planning, supervision, and administration of the Office.

DUTIES AND RESPONSIBILITIES:

The Deputy Chief Probation Officer shall perform such duties as may be delegated by the Chief Probation Officer, including but not limited to:

- ❖ Participate in the organization and management of the office to ensure expeditious handling of investigative work for the court and the effective supervision of defendants and offenders. Ensure statutes, guidelines, case law and rules pertaining to pretrial and presentence investigation and supervision of defendants and offenders is applied and adhered to appropriately, fairly and consistently.
- ❖ Assist the Chief U.S. Probation Officer in the development and implementation of strategic goals and initiatives, including the formulation, implementation and monitoring of pretrial services, probation and parole policies in the district.

- ❖ Assist the Chief U.S. Probation Officer in policy development relating to pretrial, presentence and supervision issues.
- ❖ Provides leadership for the management team through coaching, mentoring, training, providing resources, giving guidance and feedback, and facilitating constructive communication. Assist the Chief U.S. Probation Officer in making operational decisions, including allocating resources, developing strategies, and researching and initiating new programs in support of the mission of the District.
- ❖ Perform team reviews for quality control purposes of supervision, pretrial and presentence units.
- ❖ Supervise administrative work to include: Human Resources, Budget, Property and Procurement, and Finance. Assist in the selection of professional and administrative personnel for appointment. Participate in the decision-making process involving all personnel actions.
- ❖ Assists in conducting internal investigations of personnel matters as required by the Chief U.S. Probation Officer.
- ❖ Assist in establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal and Local law enforcement, correctional, and social service agencies.
- ❖ Supports the Chief Probation Officer in the mission of the District and provides operational oversight to safeguard the mission is reflected in the performance.
- ❖ Foster teamwork and collaboration among supervisors and staff to achieve common goals. Assist in promoting and maintaining conditions that inspire staff loyalty, enthusiasm, team work and positive morale. Oversee training programs and support training opportunities.
- ❖ Comply with the Code of Conduct for judicial employees and court confidentiality requirements. Demonstrate integrity, sound ethics and mature judgment at all times. Handle confidential information in a careful and deliberate manner.
- ❖ Perform related duties as required by the Chief Probation Officer and the Court.

Qualifications Requirements:

To qualify for the position of Deputy Chief Probation Officer, applicants must possess a minimum of six (6) years of progressively responsible specialized experience.

Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required. 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 should clearly demonstrate the ability to lead with vision, sustain a high level of organizational excellence, articulate and implement management priorities, and integrate current and future technologies.

Court Preferred Qualifications:

- ❖ A master's degree from an accredited college or university in a related field of academic study such as criminal justice, psychology, sociology, human relations, public administration or a law degree (J.D).
- ❖ Knowledge of United States Sentencing Guidelines, sentencing practices, Bail Reform Act, applicable statutes and case law, and Rules of Criminal Procedure.
- ❖ Must be an adept leader and motivator; mature and highly organized; possess tact, good judgement, poise, and initiative; must maintain a professional appearance and demeanor at all times. The successful candidate must be flexible, and able to manage multiple priorities, effectively delegate, and be conscientious about detail and accuracy.
- ❖ Ability to establish effective working relationships with peers, subordinates, and superiors.
- ❖ Exceptional communication and interpersonal skills, as well as demonstrated ability to exercise mature judgement and lead by example.

APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment-** Form AO78, available in the Clerk's Office or on our website www.prd.uscourts.gov
- 2) **Cover Letter** stating the reasons for your interest in the position,
- 3) **Resume** detailing all relevant experience, education and skills, and
- 4) A **written response** to the following questions:
 - a) Describe your views on the most important qualities an effective leader should possess.
 - b) Explain the leadership initiatives you have undertaken, or other projects completed, which demonstrate these qualities and how your skills match the requirements of the position.
 - c) Describe how your knowledge, skills and abilities will complement the current Senior Management Team.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packages will not be considered.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be hand-delivered or mailed to:

United States District Court-PR
Attn: Agnes Ferrer-Auffant, Esq.
Vacancy Announcement 19-02
150 Carlos Chardon Street
Federal Building Room 150
San Juan. PR 00919-1787

or e-mailed to: vacancies@prd.uscourts.gov

E-mailed documents must be submitted as a single PDF document. Interviews will be granted to the most qualified and competitive applicants. The Court reserves the right to modify or withdraw this announcement without prior notice.

Applications submitted for this position may be considered for similar positions that may occur within 90 days from the date the position is filled.

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 of an offer of employment, or dismissal after being employed.

CONDITIONS OF EMPLOYMENT

- Applicants must be citizens of the United States of America or be eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- The Deputy Chief Probation Officer is an *Executive High-Sensitive* position within the Federal Judiciary. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. Employment will therefore be considered provisional pending the successful completion of a ten-year, full field Office of Personnel Management background investigation and retention depends upon a favorable suitability determination.
- Employees of the United States Probation Office are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- This position is subject to mandatory EFT participation for payment of net pay.
- Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.
- Limited travel is required. Duties may require working during non-business hours.

NO TELEPHONE CALLS WILL BE ACCEPTED

CANDIDATES SHOULD NOT INDIVIDUALLY CONTACT U.S. DISTRICT JUDGES

The United States District Court is an Equal Opportunity Employer