



**United States District Court
District of Maine
United States Probation & Pretrial Services**

Announcement No.: **MEP-2022-02**

Position: Chief United States Probation Officer

Salary Range: JSP 15-16: \$146,859 - \$223,400*

Position Location: Portland, Maine

Opening Date: September 9, 2022

Closing Date: Preferred by October 14, 2022 (open until filled)

Initial Interviews: November 2 and 3, 2022

*Starting salary is set considering human resources policies, qualifications, experience, and applicant's current salary or federal pay grade.

The Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

The United States District Court for the District of Maine is seeking a qualified individual for the position of Chief Probation Officer. The Chief U.S. Probation Officer administers and manages the daily operations of the U.S. Probation Office. The incumbent is responsible for ensuring the expeditious handling of all investigative work for the Court, for the effective supervision of probationers, parolees, and persons on supervised release, and for the administration of district-wide programs for drug/alcohol/mental health services for defendants and offenders. The Chief Probation Officer formulates the annual budget and manages all federally appropriated funds. As Certifying Officer for the Probation Office, the Chief Probation Officer authorizes all expenditures of the Probation Office and maintains appropriate fiscal controls. The Chief Probation Officer fulfills the statutory duties of the position and supervises activities of the United States Probation Office. The Chief Probation Officer is a court unit executive who operates under the direction of the Chief Judge and the Court. The United States District Court consists of three active judges, two senior judges, and two magistrate judges.

Representative Duties: The Chief Probation Officer performs duties and responsibilities that include, but are not limited to, the following:

- Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities and provides effective case supervision of persons placed on probation, supervised release, and parole.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation, parole, and supervised release services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Works with the court to promulgate policies, procedures, and guidelines to meet the needs of the court, and standards to provide an appropriate level of service delivery. Ensures all reports submitted to the court by the probation office are thorough, accurate, and timely.
- Selects candidates for appointment as probation officers and recommends them to the court; appoints all non-officer personnel; keeps the court informed of personnel matters including promotions, disciplinary actions, grievances, and dismissals; adequately trains all personnel; makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse and mental health treatment of offenders.
- Ensures use of Evidence Based Practices in a community-based corrections environment in the District.
- Makes estimates of personnel, space allocation, and operating allowance needs; prepares an annual budget; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains a system of open communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and ensures accountability with minimal interference to service delivery.
- Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing and supervision practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.

- Develops and maintains a public relations program that explains probation, parole, and other rehabilitative services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
- Performs related duties as required by the court.
- Travel is required.

Qualifications: To qualify for the position of Chief United States Probation Officer at the JSP-15 or 16 level, a candidate must have a bachelor's degree from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. Completion of three years in a position of substantial management experience may be substituted for the requirement that one of the three years of specialized experience must have been at or is equivalent to the next lower grade level.

Specialized Experience: Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction programs is required. Experience as a police officer, FBI agent, customs agent, marshal, or similar positions, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Substantial Management Experience: Substantial management experience is high-level administrative experience that provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes personnel management, financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning.

Court Preferred Skills:

1. Comprehensive knowledge of and substantial experience in all areas of the operation and management of a federal probation and pretrial services office. Knowledge of U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.
2. Proven skills in problem solving, resources management and staff motivation. Excellent organizational leadership and management skills. Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner, and well versed in workplace technology.
3. Knowledge of evidence-based and re-entry initiatives which clearly link to current and future operations and activities.

Desirable Personal Characteristics: The successful candidate must be an adept leader and motivator; must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must maintain a professional appearance and demeanor at all times. Ability to meet with the public, work harmoniously with others, and communicate effectively, both orally

and in writing, are required. The successful candidate must be flexible, and able to manage multiple priorities, effectively delegate, and be conscientious about detail and accuracy.

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, dental and vision insurance, flexible benefits, long-term care insurance, paid holidays, and annual/sick leave accrual. The United States Probation Office for the District of Maine currently offers a flexible work schedule program, a physical fitness facility, and parking.

Conditions of Employment: There is no “maximum entry age” for this position; however, in order to be included under federal law enforcement officer retirement provisions, an individual must have been appointed to a federal law enforcement officer position prior to their 37th birthday. The successful candidate may undergo a full OPM background investigation, a medical examination, and drug screening. The successful candidate will be subject to credit, criminal history, and department of motor vehicle checks. Additionally, the successful candidate will be subject to random drug screening at any time and updated background investigations every five years. Applicants must be a United States citizen and meet age and physical standards established by provisions for law enforcement personnel.

U.S. Court employees serve under “Excepted Appointments.” They are considered “at will” employees with the exception of U.S. Probation Officers who are “for cause.” All Court employees are required to adhere to a Code of Conduct which is available upon request. 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.

This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).

Application Information

Qualified applicants must submit the following:

- A letter of application that addresses each of the court preferred skills.
- Detailed resume.
- Two letters of recommendation.

Qualified applicants should submit their application to: Mary_Withee@med.uscourts.gov. All documents should be combined and emailed as one PDF attachment.

The United States Probation Office is an Equal Opportunity Employer