

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS**

**POSITION ANNOUNCEMENT**

Date: **October 21, 2009**

Position Title: **CHIEF U. S. PROBATION OFFICER**

Salary Range: **JSP 15 - JSP 18 (\$ 122,175 - \$ 174,000)**

Opening Date: **Wednesday, October 21, 2009**

Closing Date: **Monday, December 21, 2009**

Location: **CHICAGO, ILLINOIS**

Starting Date: **No later than Monday, May 3, 2010**

Announcement #: 2010 - 02

**POSITION OVERVIEW:**

The Court is seeking applicants for the position of Chief Probation Officer. The Chief Probation Officer leads and manages officers and support staff in the Chicago headquarters as well as in a divisional office in Rockford and a branch office in Lisle, Illinois. The Chief Probation Officer performs duties required by the Court, including the following:

- Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers and paroles.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates

policies, procedures, and guidelines necessary to meet these requirements.

- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as probation officers to the court, and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Makes estimates of personnel, space allocation, and operating allowance needs; 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 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 assures 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 practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure 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.
- Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program which explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.

- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- May administer a program of pretrial services within the district.
- Occasionally, may perform the duties of probation or pretrial services officers or of supervising probation or pretrial services.
- Performs related duties as required by the court.

#### ORGANIZATIONAL RELATIONSHIPS:

The Chief Probation Officer is under the administrative direction of the Chief Judge of the District Court, and is directly responsible for the administration of the probation office.

#### MINIMUM QUALIFICATION REQUIREMENTS:

##### **Educational Requirements:**

A bachelor's degree from an accredited college or university. A master's degree is preferred.

##### **Specialized Experience:**

A minimum of three years of specialized experience is mandatory and does not permit any substitutions. Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or probation programs, preferably at the federal level. Experience in 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.

##### **Substitutions:**

Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade level.

If the person does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

##### **Crediting of Substantial Management Experience:**

As mentioned above, 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 equivalent to the next lower grade level.

Substantial management experience is high-level administrative experience that provided a

thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

**Maximum Entry Age for Law Enforcement Retirement Coverage:**

*There is no “maximum entry age” for this position; however, in order to be included under federal law enforcement officer retirement provisions, an individual would have to meet “maximum entry age” provisions as follows:* First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirements.

ADDITIONAL INFORMATION FOR APPLICANTS:

The United States Probation Office requires employees to adhere to a code of conduct which is available upon request. The final candidate will be subject to a full government background investigation.

APPLICATION PROCESS:

Qualified applicants are invited to submit: 1.) A cover letter of two pages or less which outlines your personal management philosophy and addresses the knowledge, skills and experience necessary to perform the duties of the Chief Probation Officer, 2.) A detailed resume including education, previous employment, salary history, 3.) An Application for Judicial Branch Employment (AO78), and 4.) A list with contact information of three professional and three personal references. The AO 78 form may be found at [http://www.ilnd.uscourts.gov/CLERKS OFFICE/Human Resources/Jobs/ao78.pdf](http://www.ilnd.uscourts.gov/CLERKS_OFFICE/Human_Resources/Jobs/ao78.pdf)

Application packages must be delivered or postmarked no later than December 21, 2009.

Please **mark application packages confidential** and submit to:

Michael W. Dobbins  
United States District Court  
219 S. Dearborn Street, Room 2046  
Chicago, IL 60604

Application packages may also be **e-mailed** as a single .pdf file to:

[Probation\\_Chief\\_Apps@ilnd.uscourts.gov](mailto:Probation_Chief_Apps@ilnd.uscourts.gov)

E-mailed applications **must include the applicant's signature**.

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The Court will not be responsible for expenses associated with traveling for interviews or relocating the successful candidate. Candidates who are not selected for an interview will be notified of such at the conclusion of the recruitment process.

The Probation Office is within the Judicial Branch of the United States Government and its employees are entitled to federal employee benefits which include paid holidays, paid vacation and sick leave, participation in the Federal Retirement System, and optional participation in the federal health insurance program, group life insurance, group long-term disability insurance and flexible spending accounts.

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