



VACANCY ANNOUNCEMENT

UNITED STATES PROBATION OFFICE

Southern District of Iowa

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| Position | Deputy Chief Probation Officer (Type II) | Posting 22-02 |
| Date Opened | April 29, 2022 | |
| Closing Date | May 20, 2022 | |
| Location | Des Moines, Iowa | |
| Classification Level & Salary Range | JSP 14 – 17 (\$111,828 - \$187,300) Depending on qualifications | |

Position Overview

The United States District Court and the Probation and Pretrial Services Office is recruiting for the position of Deputy Chief U.S. Probation and Pretrial Services Officer (DCUSPO). The position reports to the Chief U.S. Probation and Pretrial Services Officer (CUSPO). The position assists the CUSPO in all areas of operations and management of the agency. In addition to other duties, the DCUSPO may be responsible for supervising Assistant Deputy Chief U.S. Probation Officers (ADCUSPOs), Supervisory U.S. Probation Officers (SUSPOs), U.S. Probation Officers (Sr. USPOs and USPOs), and administrative staff in the district.

The Southern District of Iowa serves 58 counties and has 3 Article III Judges, 2 Senior Judges, and 3 Magistrate Judges. The Probation and Pretrial Services Office consists of 3 office locations. Staff includes probation and pretrial services officers and clerical positions. The workload in the district entails supervision of over 1,100 defendants, probationers, parolees, and persons on supervised release, and the preparation of 450 presentence investigations annually.

Representative Responsibilities

Responsibilities include, but are not limited to, the following:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of offenders.
- Assists the CUSPO in the formulation, implementation, and modification of pretrial, probation and parole policies in the district.
- Assists in the selection of professional and administrative staff appointments.
- Participates in systematic analysis of performance for all subordinates.
- In conjunction with ADCUSPOs and/or SUSPOs, will oversee supervision of all staff and related work products in the professional, supervisory, and administrative areas.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Monitors or oversees team reviews for quality control purposes of bail investigations, pretrial supervision, presentence and post-conviction units.

- Assists in establishing and maintaining cooperative relationships with other U.S. Probation and Pretrial Services offices and with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- Identifies training needs within the district.
- Demonstrates a commitment to and expert knowledge of evidence-based practices; supports the development of district practices rooted in evidence-based principles to improve justice outcome.
- Participates in public relations which explain pretrial services, probation, parole, and other correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of a probation and pretrial services officer or supervising probation and pretrial services officers.
- Performs related duties as required by the CUSPO and the court.

Skills/Qualifications

The successful candidate must:

- Possess exceptional leadership skills, be a motivator, and maintain a professional demeanor at all times. Integrity must be beyond reproach.
- Have a record of displaying good judgment and being a proven problem-solver who can provide innovative solutions to workplace problems as well as employee relations issues.
- Have excellent organizational skills and be able to balance the demands of varying workload responsibilities and deadlines.
- Be an excellent communicator both verbally and in writing.
- Be able to build good working relationships with peers, subordinates, and superiors.
- Be adaptable to change and able to lead major change initiatives.
- Have project management experience.
- Be able to demonstrate basic understanding of IT, HR, Budget, Procurement, and other administrative functions and its relationship to each other.
- Be able to meet medical requirements of a federal Law Enforcement Officer (LEO) position.
- Complete the New Deputy Court Unit Executive Program within one year of being offered the position or when available.

To qualify for the position of Deputy Chief Probation Officer Type II at JSP 14, 15, or 16, a person must possess the following years of specialized experience as a U.S. Probation and Pretrial Services Officer, one of which must have been at the next lower grade level or its equivalent.

| <u>JSP Grade Level</u> | <u>Years of Specialized Experience</u> |
|------------------------|--|
| 14 | 6 |
| 15 | 7 |
| 16 | 7 |

Specialized experience

Progressively responsible experience in the investigation, supervision, counseling and guidance of adult offenders in community correction 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 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 bachelors degree has been granted.

Educational substitutions

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a masters degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

Benefits

Federal employees are entitled to federal benefits such as health, dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in a defined benefit plan the Federal Employees Retirement System-Further Revised Annuity Employee (FERS-FRAE), and up to 5% matching contributions on retirement savings through the Thrift Savings Plan (401k equivalent). Generous accrual of paid time vacation and sick leave and 11 paid holidays per year. Commuter subsidies for public transportation to and from work. Extensive online training options and in-person training and professional conferences, funds permitting.

How to Apply

For consideration, qualified applicants must provide a letter of interest, resume, AO 78, and the most recent performance assessment. Email all documents as a single pdf to: melinda_sosa@iasp.uscourts.gov. Any inquiries regarding the posting, the application process, or follow up calls should be directed to Melinda Sosa, Administrative Manager, via e-mail.

The Southern District of Iowa is an Equal Employment Opportunity Employer.