



**Southern District of Iowa United States Probation Office
110 East Court Avenue, Room 127
Des Moines, Iowa 50309-2052**

**“We serve with integrity, courage and compassion,
promoting justice and positive change.”**

Position Title: Chief United States Probation Officer

Announcement Number: 22-01

Number of Positions: One

Location: Des Moines, Iowa

Date Opened: October 29, 2021

Closing Date: November 29, 2021

Start Date: January 3, 2022

Salary Range: JSP CUE Table JSP 17 from \$172,515 to \$200,014

Starting salary is commensurate with qualifications, experience and based upon Judicial Salary Plan (JSP) as determined by the Human Resource Administrative Office guidelines. Previous federal government service or professional background providing extensive specialized experience may qualify an applicant for salary placement above step 01 of the appropriate classification level.

Position Overview:

The Chief U.S. Probation Officer is a court unit executive responsible to the U.S. District Court for the Southern District of Iowa, the Judicial Conference of the United States, the Administrative Office of the U.S. Courts and the U.S. Parole Commission for the administration and management of probation, pretrial, and parole services within the district. The position is directed by the Chief Judge for the Southern District of Iowa.

The Chief U.S. Probation Officer has the ultimate leadership responsibility for ensuring every officer has access to safety and firearms training to ensure they always comes home safe. The Chief U.S. Probation Officer is also responsible for the oversight of the district’s wellness program to ensure officers, administrative support staff and managers have access to training and resources that support their physical and mental well-being.

The Chief U.S. Probation Officer is responsible for ensuring operations, budget and internal control processes and procedures comport with the Guide to Judiciary Policies and Procedures as well as local policies. The Chief U.S. Probation Officer is also responsible for sustaining a professional culture by promoting capable and independent leaders who are wholly committed to developing staff, serving the Court and to achieving the mission of the Southern District of Iowa U.S. Probation Office.

The Probation and Pretrial Services Office in the Southern District of Iowa is an evidence-based organization where work is approached through an empirical lens and policies are grounded in research that has measurable and positive outcomes for the community and for defendants and persons under supervision.

Representative Duties:

These duties are intended to provide generalized examples of major duties and responsibilities that are preformed by the Chief U.S. Probation Officer.

- 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 soundsentencing practices.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation, pretrial and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Selects and recommends candidates to the court for appointment as probation officers and appoints all non-officer personnel; provides specific recommendations in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; ensures that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages the law enforcement and non-law enforcement staff of the office including all clerical, professional and supervisory personnel.
- Maintains a cooperative relationship with the clerk's office regarding shared information technology services (when requested); provides assistance to the clerk's office and the shared information technology staff in appropriate situations.
- Manages the probation office's decentralized funding allocation totaling \$6.34 million and advises the court of the adequacy of funds to support operations.
- Recognizes the importance of evidence-based practices and champions their use in probation and pretrial services.
- Utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Directs staff responsible for the probation office's financial service functions, including disbursements for goods and services, payroll costs and expenses for substance abuse treatment, pretrial alternative housing and mental health / sex offender treatment.
- Oversees the probation office's long-range space and facilities plan.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Conducts special studies when appropriate and prepares statistical and narrative reports.
- Establishes and maintains cooperative and amicable 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 and amicable 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, wellness, and morale.
- Participates in leadership opportunities outside the Southern District of Iowa to support national efforts to improve the administration of justice.
- Strives for consistency and equity between the headquarter and divisional offices.
- 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.

Mandatory Qualifications:

General: To qualify for the position of Chief U.S. Probation Officer JSP 17, the applicant must have a bachelor's degree from an accredited college or university, three years of specialized experience, and three years of substantial management experience post bachelor's degree.

Desirable Skills and Characteristics: A successful candidate should be highly organized and possess tact, good judgment, poise, initiative, and maintain a professional demeanor at all times. Ability to meet the public, work harmoniously with others and communicate effectively, both orally and in writing, are required. Must be able to balance the demands of varying workload responsibilities and deadlines. A master's degree in a related field such as social sciences or management is preferred. In addition, managerial oversight and involvement with administrative functions such as budget, procurement, human resources, information technology, and financial reviews is preferred. A demonstrated ability to work together between the headquarter and divisional offices to promote the "one district" ideology is also preferred.

Employee Requirements:

This is an executive, high-sensitive position within the Judiciary that is subject to a mandatory FBI background check. A high-sensitive background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation, drug screen, and medical examination. Unsatisfactory results may result in termination of employment. Judicial employees are required to adhere to the court's code of conduct, available for public review on the USCourts.gov website. <https://www.uscourts.gov/rules-policies/judiciary-policies>.

First time appointees to positions covered under the law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or older who have previous federal law enforcement officer experience and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine eligibility. Retirement is mandatory at age 57.

Applicants must be able to meet the medical requirement and preform the essential job functions of a U.S. Probation Officer, as detailed on the USCourts.gov website under Officer and Officer Assistant Medical Requirements <https://www.uscourts.gov/services-forms/probation-and-pretrial-services/probation-and-pretrial-officers-and-officer>. Incumbents are subject to on-going random drug screening.

Benefits:

Judiciary employees are entitled to the same benefits as other Federal employees. These include:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20 to 26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten paid federal holidays a year.
- Eligible for medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Participation in the Thrift Savings Plan (similar to 401K plan) with employer matching contributions.
- Participation in the Federal Employees Retirement System with mandatory retirement at the age of 57 for law enforcement positions.
- Creditable service time in other federal agencies or the military will be added to judiciary employment.

Miscellaneous:

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Southern District of Iowa U.S. Probation Office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Southern District of Iowa U.S. Probation Office does not reimburse for expenses associated with interviews or relocation.

The Southern District of Iowa U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. This position is subject to mandatory favorable background checks.

Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Unsuccessful candidates, that do not meet the minimum requirements, will not be notified.

Applicants must be United States citizens or eligible to work for the United States Government.

How to Apply:

For consideration, qualified applicants should submit the following in a single PDF packet to: John A. Jarvey, Chief U.S. District Judge, Southern District of Iowa: John_Jarvey@iasd.uscourts.gov

1. Letter that describes your interest in the position, your knowledge, skills and ability that qualify you for the position, and your leadership style.
2. Comprehensive resumé including full educational summary, employment and salary history, and leadership and management experience.
3. A comprehensive writing exemplar that demonstrates your ability to communicate at a high level.
4. Any commendations you have received for exemplary work or service.
5. Application for Federal Employment (AO 78). Application can be downloaded from: <https://www.uscourts.gov/sites/default/files/ao078.pdf>

References may be requested at a later date.

Interviews will be scheduled at a date to be determined. Applicants selected for an interview must travel at their own expense.

Vision: "We serve the Court, support one another, protect the community, change lives."

Mission: "We serve with integrity, courage, and compassion, promoting justice and positive change."

Guiding Principles:

Integrity, Teamwork, Professionalism, Attitude, Diversity, Respect, Ethics, Communication, Loyalty and PACTS (Passion, (Positive) Attitude, Commitment, Teamwork, Service to the Court.

**EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE**