

# CAREER OPPORTUNITY



## UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF OKLAHOMA

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### OPEN TO CURRENT UNITED STATES PROBATION & PRETRIAL SERVICES OFFICERS ONLY

<b>POSITION:</b>	Deputy Chief United States Probation Officer, Type II
<b>POSITION TYPE:</b>	Full-Time/Permanent
<b>VACANCY NUMBER:</b>	24-03
<b>LOCATION:</b>	Oklahoma City, OK
<b>DATE POSTED:</b>	April 18, 2024
<b>CLOSING DATE:</b>	May 10, 2024
<b>SALARY RANGE:</b>	JSP 14/01 – JSP 16/10 (\$122,198 - \$204,00) *

\* Starting salary is set considering human resources policies, qualifications, experience, and applicant's current salary or federal pay grade. Lateral transfers will be considered for this position. This agency is unable to match locality pay.

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The United States Probation Office for the Western District of Oklahoma is a component of the United States Courts and is responsible for the community corrections arm of the Federal Courts System. The United States Probation Office for the Western District of Oklahoma performs both probation and pretrial services work, and is headquartered in Oklahoma City, Oklahoma, with a divisional office in Lawton, Oklahoma. The district serves 41 counties with six authorized United States District Judges, four Senior United States District Judges, and four full-time United States Magistrate Judges. The office has authorized work units of 78.

### POSITION OVERVIEW

The United States Probation Office for the Western District of Oklahoma is seeking a highly proficient and organized Deputy Chief Probation Officer, Type II to carry out the mission of the U.S. Probation and Pretrial Services Office. This is a professional, executive position that will lead, motivate, direct, and supervise all levels of staff and will act as a positive catalyst for change. This position will report directly to the Chief U.S. Probation Officer. The Deputy Chief Probation Officer, Type II is a second-in-command position that acts as the "alter ego" to the Chief Probation Officer; therefore, a strong collaborative relationship is required. The Deputy Chief Probation Officer, Type II assists the Chief U.S. Probation Officer in all areas of the administration and management of the U.S. Probation Office in the Western District of Oklahoma. Travel inside and outside of the District is required.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

The Deputy Chief Probation Officer, Type II performs duties and responsibilities such as 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 all persons under supervision.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of policies in the district.
- Assists in the selection of professional and clerical personnel for appointment.

- Participates in systematic analysis of performance for all subordinates.
- Supervises office staff including all professional, supervisory, and administrative personnel; pays particular attention to travel, leave, and scheduling of work hours.
- Supervises administrative work to include inventorying and ordering equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing records.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with other United States Probation Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships 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 that encourage staff loyalty, enthusiasm, and morale.
- Identifies training needs within the district.
- Participates in public relations that explain 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.
- Assists in developing, administering, executing, and monitoring the budget. Assists in certifying financial transactions of the office.
- Performs the Unit Executive duties in the absence of the Executive.
- Occasionally, deputy chief probation officers may perform the duties of a probation officer or supervising probation officer.
- Performs related duties as required by the chief probation officer and the court.

### QUALIFICATIONS

Qualifications must be met at the time of application. A Juris Doctor or Master's Degree is preferred, but to qualify for a position of Deputy Chief Probation Officer, Type II, at JSP-14, 15, or 16, an applicant must possess a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration and have the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

JSP Grade Level	CPS Equivalent	Years of Specialized Experience
14	CL 30	6
15	CL 31	7
16	CL 32	7

### SPECIALIZED EXPERIENCE

- Progressively responsible experience in the investigation, supervision, counseling, and guidance of defendants/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 specialist, and correctional researcher may constitute a portion of the specialized experience.
- Experience as police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, **does not meet** the requirements of specialized experience.
- Specialized experience must be earned **after** the bachelor's degree has been granted.

### EDUCATION 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 master's 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.

Note: A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience.

### **COURT PREFERRED SKILLS AND EXPERIENCE**

- Broad knowledge of the criminal justice system and United States Probation and Pretrial Services systems.
- Supervisory or managerial experience with at least two years of experience in supervising professional staff
- Excellent leadership and management skills and the ability to motivate others.
- Problem-solving skills with the ability to think critically at a high level.
- Possess solid understanding of the fundamentals of budget development and financial management.
- Ability to exercise mature judgment and maintain a professional appearance/presence.
- Demonstrate ability to make decisions from an organizational perspective.
- Experience in staffing and human resources functions, long and short-range planning, and oversight of information technology.
- Knowledge and demonstrated application of Evidence-Based Practices (EBP) in community supervision.
- Demonstrated ability to work with all levels of staff in a professional manner.
- Ability to meet with the public and work harmoniously with others.
- Demonstrate excellent interpersonal skills.
- Excellent oral and written communication skills.
- Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner.
- Must have excellent time management skills, be detailed-oriented, and have the ability to handle multiple tasks simultaneously and effectively.

### **BENEFITS**

Federal benefits include paid vacation, sick leave & parental leave, paid holidays, and retirement benefits. Optional benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay. Additional benefits information is available at <https://www.uscourts.gov/careers/benefits>.

### **CONDITIONS OF EMPLOYMENT**

U. S. Citizenship or eligibility to work permanently in the U. S. is required. The medical requirements and essential job functions derived from the medical guidelines for probation officer and officer assistants are available for public view at <http://www.uscourts.gov> (U.S. Probation and Pretrial Services/What Professional Standards Apply to Them/Officer and Officer Assistant Medical Requirements). The incumbent may be subject to a full background investigation and may need to submit to pre-employment drug testing as a condition of employment. In addition, the incumbent will be subject to updated background investigations every five years and to on-going random drug screening. All employees of the United States Probation Office are required to adhere to the Judicial Code of Conduct.

As a federal law enforcement position, there is a maximum age requirement. First-time appointees must have not reached their 37th birthday at the time of appointment. Applicants 37 years or older who have previous federal civilian law enforcement officer experience may have the previous law enforcement service subtracted from their age to determine if they meet the maximum age requirement.

### **PROCEDURES FOR APPLYING**

Submit an application packet that includes the following:

- Letter of interest with no more than two pages, which includes a detailed narrative statement that (1) addresses your personal management philosophy and leadership style; (2) answers the question, "Why do

you want to lead?” and (3) highlights the knowledge, skills, and experience you possess that are necessary in performing the duties of a deputy chief

- Current resume that includes education, previous employment, and salary history
- List of references that includes at least two subordinates and two colleagues who can speak to the candidate's leadership traits (colleagues in-district and/or out of district are acceptable)
- Current AO-78 Application of Employment (located here, [AO 078 revised 2022.pdf](#) (external applicants only))
- Copies of your last two performance evaluations (external applicants only)
- Official transcripts (external applicants only)

Please email all requested documents **as one single .pdf file** to:

[Niki\\_Morgan@okwp.uscourts.gov](mailto:Niki_Morgan@okwp.uscourts.gov)

(Subject: DCUSPO 24-03)

Applications must be received by 4:00 p.m. on the closing date. Incomplete and late application materials will not be considered. All application information is subject to verification. The Probation Office reserves the right to check references and contact former employers and subordinates. Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response.

Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided.

The Deputy Chief Probation Officer serves at the pleasure of the court and is an “at will” employee who can be terminated with cause pursuant to 18 U.S.C. §3602(a). All judiciary employees are required to adhere to a Judicial Code of Conduct.

Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the U.S. District Court for the Western District of Oklahoma. The 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 to applicants.



**The United States Courts is an Equal Employment Opportunity Employer**