

UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH CAROLINA

Vacancy Announcement # 18-04

Position Title: CHIEF U.S. PROBATION OFFICER
Location: District of South Carolina – Columbia
Salary Range: \$121,280 – \$189,438 (JSP 15-18)
Closing Date: June 15, 2018
Starting Date: December 1, 2018*

The United States District Court for the District of South Carolina is seeking a highly qualified individual for the position of Chief Probation Officer.

DISTRICT: The District of South Carolina serves the entire state of South Carolina which encompasses 46 counties. Current judgeships for the district include ten full-time district judges, five senior district judges, and eight full-time magistrate judges.

In addition to the headquarters office in Columbia, field offices are located in Charleston, Florence, Greenville, Port Royal, and Spartanburg.

DUTIES: As Chief Probation Officer, the incumbent will be directly responsible for administering and managing the federal probation, parole, and pretrial services within the District of South Carolina under the administrative direction of the Chief Judge.

As Chief Probation Officer, the incumbent will perform administrative and operational responsibilities such as 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 parolees.
- Makes personnel decisions as appropriate.
- Manages the staff and personnel of the office including all professional, supervisory, administrative, clerical, and automation personnel.

*Position may start sooner to allow for overlap and training.

- 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 need 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 support staff personnel. Provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals. Determines all personnel are carefully selected and adequately trained and makes certain the work of all subordinates is systematically evaluated.
- 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 and the ability to personally interact with Chief Judge and other judges and makes specific recommendations regarding court related criminal justice issues.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure that 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 to 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.
- Administers the pretrial services program within the district.

- Occasionally, chief probation officers may perform the duties of probation or pretrial services officers.
- Performs related duties as required by the court.

QUALIFICATIONS: The selected applicant must meet the qualifications for JSP 15 as of the closing date of this announcement. To qualify for chief probation officer JSP 15, 16, 17, or 18, a person 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. The three years of specialized experience is mandatory and does not permit any substitutions.

SPECIALIZED EXPERIENCE: Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction of pretrial programs is required. Experience as a 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.

SUBSTITUTION: 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.

PREFERRED QUALIFICATIONS: Possession of master's degree, previous managerial experience, and computer knowledge, are strongly preferred.

APPLICATION PROCEDURE: Interested applicants should send a cover letter and resumé in a package marked "Confidential" to

Robin L. Blume
Clerk of Court
901 Richland Street
Columbia, SC 29201

To ensure consideration, application material must be postmarked by 4:00 p.m., June 15, 2018.

INFORMATION FOR APPLICANTS: After a review of the submitted resúmes, finalists will be selected, and top-rated applicants will be invited for a personal interview at their own expense. Travel and relocation expenses will not be paid.

BACKGROUND INVESTIGATION: Prior to appointment, applicants considered for this position will undergo a full FBI background investigation.

BENEFITS: The United States Probation Office is part of the judicial branch of the federal government and operates as an independent excepted service agency. Although not part of the civil service, employees of the judicial branch are eligible for civil service health, life, and retirement benefits. New employees to the U.S. Probation Office are appointed under the Federal Employees Retirement System (FERS). In addition to being eligible for a retirement annuity, FERS employees are covered by social security and are eligible to participate in the Thrift Savings Plan (TSP), a tax deferred savings program

which includes matching funds for the first five percent of base pay contributed by employees. In certain situations, previous or current federal service un the Civil Service Retirement System, or a current hazardous duty appointment, may impact the retirement program for which the selected applicant is eligible. Time in service for employees of other federal agencies, as well as prior military service, is taken into consideration when determining leave accrual and retirement benefits.

In addition to federal holidays, full-time federal employees earn annual leave and sick leave depending on length of federal service. Certain health-related insurance is available to judicial employees.

The Court requires employees to adhere to a Code of Conduct which is available upon request. Employment with the U.S. Probation Office is at will and is subject to termination by the Court. Direct deposit is required for payment of compensation for employees.