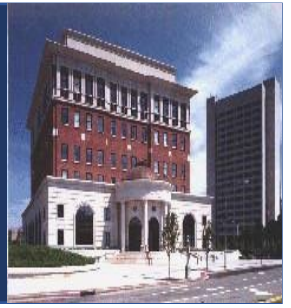




UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK PROBATION OFFICE



Position: Assistant Deputy Chief U.S. Probation Officer

Vacancy No. 2025-03

Location: 500 Pearl Street, New York, NY

Type of Appointment: Full-time/ Permanent

Area of Consideration: Open to current U.S. Probation/Pretrial Services Officers

Number of Positions: One

Class Level: CL-30 – CL-31

Salary Range: \$117,387– \$195,200
(Depending on qualifications)

Opening Date: 02/14/2025

Closing Date: 03/07/2025

Our Mission:

We assist the Court in the fair administration of justice by preparing presentence reports with objective, verified information and unbiased sentencing recommendations.

We protect the community by promoting accountability for justice-involved individuals.

We create meaningful opportunities for positive change in the lives of individuals under our supervision.

POSITION OVERVIEW: This position is located in the United States District Court, Southern District of New York U.S. Probation Office, Presentence Investigation Division. The Assistant Deputy Chief U.S. Probation Officer (ADCUSPO) reports directly to the Chief U.S. Probation Officer and assists the Chief Probation Officer in the administration and management of Federal probation and parole services within the Southern District of New York.

DUTIES AND RESPONSIBILITIES:

- Participates in the organization and management of the office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers and parolees.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of probation and parole 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 clerical, professional, supervisory, and administrative personnel.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with other U.S. 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 which encourage staff loyalty, enthusiasm, and morale.
- Identifies training needs within the district.

Our Vision:

We are most successful when we work together as one unified organization. We serve specific roles in presentence investigations, post-conviction supervision or administration, but we are each instrumental to organizational success.

We achieve excellence when all employees are engaged and work toward clear and common goals. We commit to a fully inclusive, diverse, and compassionate work environment. We aspire to a culture of commitment, respect and comradery that values the contributions of each staff member. Leadership decisions are mission driven, human centered and values based.

We strive to conduct presentence investigations that result in fair sentences for all defendants appearing before our Court. We seek out and verify all information necessary to determine an appropriate sentence. Our sentencing recommendations are thoughtful, unbiased, and consequential to the fair administration of justice.

We champion positive change in the lives of individuals under our supervision through respectful engagement, active observation, and individualized services. We influence our client population through our presence, problem-solving and support, community partnerships, and accountability interventions when necessary. Our interventions are fair, objective and evidence based.

DUTIES AND RESPONSIBILITIES (continued):

- Participates in public relations which 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.
- Occasionally, assistant 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.
- Some travel may be required.

IDEAL CANDIDATE: The ideal candidate demonstrates strengths in the following areas:

- Business Acumen
- Composure
- Decision quality
- Embracing Diversity
- Ethics and Values
- Integrity and Trust
- Listening
- Managerial Courage

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Superior organizational and time management skills
- Demonstrated ability to assume and delegate responsibility, inspire confidence, and lead by example.
- Contributions to our district or another district and/or Federal Probation System
- Demonstrated leadership ability.

QUALIFICATIONS:

To qualify for the position of ADCUSPO at the CL-31 level, an applicant must have a minimum of three years of specialized experience as a U.S. Probation Officer, with at least one year of experience at or equivalent to a CL-30. To qualify for the position at the CL-30 level, an applicant must have a minimum of three years specialized experience as a U.S. Probation Officer, with at least one year of experience at or equivalent to a CL-29. Only specialized experience earned in the federal probation system after receipt of a bachelor's degree will be considered. An applicant must also demonstrate the skill set of developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the unit.

Our Values:

Respect. All people are entitled to dignity. We treat each other, our client population and community stakeholders with courtesy. We believe that respectful engagement is essential to achieving our mission.

Integrity. We are honest and fair. We prioritize duty. We meet our obligations with grace and professionalism. We hold ourselves accountable for always doing the right thing.

Service. We are passionate in our mission. We show empathy to our colleagues, clients, and stakeholders. We persevere through challenges and are determined to contribute to positive changes in the community and the lives of justice-involved individuals.

SPECIALIZED EXPERIENCE:

Progressively responsible experience in the investigation, supervision, counseling, and guidance of individuals in community correction or pretrial program 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 as a police officer, FBI agent, customs agent, marshal, or a similar position does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

BENEFITS:

- Paid Annual & Sick Leave
- Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

- (1) U.S. citizen,
- (2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

(Affidavit attached)

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees are required to adhere to the Code of Conduct for Judicial Employees available for public review on the USCourts.gov website.

<https://www.uscourts.gov/rules-policies/judiciary-policies>.

Visit our website:



APPLICATION PROCEDURE:

To be considered for this position, please submit one PDF document that includes: a resume, cover letter, and an Application for Federal Employment (AO78). The Application for Federal Employment (AO78) can be downloaded from: https://www.uscourts.gov/sites/default/files/ao_078-08-2024_1.pdf.

Your cover letter should be no more than three pages and address the following:

- Your philosophy on leadership and management, particularly in times of significant change.
- Your experience as a leader in a professional organization.
- Internal candidates: What is your understanding of the current direction the office is headed and how does that align with your vision?
- External candidates: What is your understanding of the direction the U.S. Probation System is headed and how does that align with your vision?
- Your contributions to a district or the Federal Probation and Pretrial Services System.

Only applications submitted via email will be accepted. Please include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for interviews will be contacted. Please submit your application to: Personnel@nysd.uscourts.gov

IMPORTANT NOTICE!

The incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by the Chief U.S. Probation Officer for reasonable cause, subject to subsequent fitness for duty evaluations. A minimum of 40 hours of training is expected annually. This position may require some travel. Must have a valid driver's license. If an office vehicle is not available incumbent is required to use personal vehicle. Reimbursement for gas mileage is authorized. This position is subject to mandatory electronic funds transfer for payment of net pay. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, which action may occur without prior written notice or other notice.



EQUAL OPPORTUNITY EMPLOYER

