

CHIEF PROBATION OFFICER
UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA

The Judicial Officers of the United States District Court are seeking qualified applicants for the position of Chief Probation Officer. The successful applicant will be responsible for managing a staff of clerical, professional, supervisory, and administrative personnel. The Chief Probation Officer organizes the probation office to ensure expeditious handling of investigative work for the courts, to include effective case supervision of probationers, preparation of pre-sentence reports, and pretrial supervision of defendants.

The qualified applicant 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 sound sentencing practices; 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; establishes and administers an in-service training program to ensure high-quality service delivery through consistent staff development; prepares estimates of personnel, space allocation and operating allowance needs; reviews, analyzes, and interprets statutory and Judicial Conference requirements for administration of probation services; and performs related duties as required by the court.

A Chief Probation Officer is under the administrative direction of the Chief Judge of the District Court and is directly responsible for the administration of the probation office.

To qualify, applicants must have a degree from an accredited college or university and three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs. Experience in police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. 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. The salary of the candidate selected will be commensurate with experience and qualifications and at the Judicial Salary Plan (JSP) 14, 15, 16, or 17 level.

To apply, applicants must submit a cover letter highlighting their relevant experience, a detailed resume, and salary history in an envelope marked CONFIDENTIAL and addressed to: Nancy Woodall, Court Personnel Officer, 300 Virginia Street, East, Room 3200, Charleston, WV 25301. All materials must be received by Oct. 15, 2004.

Prior to appointment, the selectee must undergo a full OPM background investigation and drug screening. Also, the incumbent will be subject to random drug screening and updated

background investigations every five years. The person selected must be able to assume this position by Jan. 10, 2005.

EQUAL OPPORTUNITY EMPLOYER