

**UNITED STATES PROBATION OFFICE  
SOUTHERN DISTRICT OF GEORGIA**



**NOTICE OF VACANCY**

**POSITION:** Chief Probation Officer  
**LOCATION:** Savannah, Georgia  
**VACANCY:** **PROB 24-03**  
**STARTING SALARY:** JSP 17 (\$193,607 - \$224,178)  
**OPEN UNTIL FILLED**

**Position Overview:**

The U.S. District Court for the Southern District of Georgia is seeking a qualified individual for the position of Chief Probation Officer. The Chief Probation Officer fulfills the statutory duties of the position and supervises activities of the United States Probation Office. The Chief Probation Officer is a court unit executive who operates under the direction of the Chief Judge and the Court. The United States District Court includes three active judges, one senior judge and three magistrate judges. The Southern District of Georgia encompasses 43 counties and include six places of holding court. The headquarters office is located in Savannah, Georgia

**Representative Duties:**

The Chief Probation Officer performs duties and responsibilities that include, but are not limited to, the following:

- Organizes and manages the Probation and Pretrial Services Office to ensure expeditious handling of investigative work for the courts, other institutions, parole authorities, and to ensure effective supervision of pretrial and presentence defendants, probationers, and persons on supervised release.
- Reviews, analyzes, and interprets statutory, Judicial Conference and Parole Commission requirements for the administration of probation, parole, and supervised release services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the U.S. District Court and promulgates policies, procedures, and guidelines to meet the unique needs of the Court, along with standards to ensure an appropriate level of service delivery. Establishes and maintains cooperative relationships with other local court executives to ensure appropriate level of service delivery to the Court.
- Works with the Court to promulgate policies, procedures, and guidelines to meet the needs of the Court and to provide an appropriate level of service delivery. Ensures all reports submitted to the Court by the probation office are thorough, accurate, and timely.
- Selects and recommends candidates for appointment as probation officers to the Court, as well as all non-officer personnel; provides specific recommendations to the Court in all other personnel matters, including promotions, salary increases, disciplinary actions, and dismissals; assures all personnel are

carefully selected and adequately trained; makes certain the work of all employees is systematically evaluated.

- Manages the staff of the office including all clerical, professional, and supervisory employees. Also manages the consolidated administrative services units together with the Clerk of District Court and the Clerk of Bankruptcy Court.
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse, sex offender, and mental health treatment of offenders.
- Ensures use of evidence-based-practices in a community-based corrections environment in the District.
- Makes estimates of personnel, space allocation, and operating allowance needs; prepares an annual budget; 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 open 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 ensures accountability with minimal interference with service delivery.
- 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 and supervision practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to ensure 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 that encourage staff loyalty, enthusiasm, and morale.
- Occasionally, may perform the duties of probation officers or of supervising probation officers.

### **Qualifications**

(a) To qualify for a position of chief probation officer at JSP 17, a person must, in addition to the three years of progressively responsible specialized experience, possess three years of substantial management experience earned after the bachelor's degree has been issued.

(b) The three years of specialized experience is mandatory and does not permit any substitutions.

### **Specialized Experience**

(a) Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required

(b) Experience in police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

### **Substantial Management Experience**

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director, or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would

include any of the court unit executive or type II second-in-command titles, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

#### Court Preferred Knowledge, Skills, and Abilities:

- A graduate degree in a closely related field received from an accredited university.
- Three years of management experience with the U.S. Probation and Pretrial Services system.
- Substantial knowledge of and experience in the operations and management of federal probation and/or pretrial services. Knowledge of federal judiciary strategic direction, policies, and procedures. Knowledge of the U.S. Sentencing Guidelines, applicable statutes and case law, and the Federal Rules of Criminal Procedure.
- Demonstrated commitment to and expertise in evidence-based practices and re-entry initiatives, and in the development of organizational practices stemming from these principles to improve offender outcomes and reduce recidivism.
- Excellent organizational leadership and management skills, including the ability to coach and develop employees. Experience in leading teams, managing budgets and financial plans, leading large multifaceted projects, evaluating work processes and organizational impact, re-engineering or creating new organizational models, and planning and implementing change.
- Ability to effectively interact with judges, the legal community, and other law-enforcement, corrections, and service-providing agencies.
- Highly organized; possesses tact, good judgment, poise, initiative, and a professional demeanor; communicates effectively, both orally and in writing.

#### **Employee Benefits:**

The Judiciary offers a comprehensive benefits package that includes, in part, paid holidays, paid vacation and sick leave, life insurance, health benefits, long-term care insurance, flexible benefit programs, Federal Employee's Retirement System, and the Thrift Savings Plan. For more information about the major benefits offered to federal employees, visit the benefits website at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

#### **Information for Applicants**

##### Age Requirements for Federal Law Enforcement Retirement Provisions:

There is no "maximum entry age" for this position. However, to be included under federal law enforcement retirement provisions, an individual would have to meet "maximum entry age" provisions. First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. For an applicant with previous law enforcement officer (LEO) experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) and either a subsequent break in service or intervening service in a non-LEO position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37. For example, for a candidate with five years of creditable previous law enforcement experience, the maximum entry age would be 42. If the selectee is currently in a federal hazardous duty position, mandatory retirement requirements apply.

The Chief U.S. Probation Officer serves at the pleasure of the Court, is an "at will" employee, and can be terminated with cause pursuant to 18 U.S.C. § 3602(a).

##### Background Investigation Requirements

This position is a highly sensitive executive position within the Judiciary. First-time appointees must undergo a full OPM background investigation, a medical examination, and drug screening, as conditions of employment. Upon successful completion of the medical examination and drug screening, the appointee

may then be appointed provisionally and conditionally, pending a favorable suitability determination by the Court. Additionally, the appointee will be subject to ongoing random drug screening and updated background investigations every five years and, as deemed necessary by the Chief Judge for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

### Environmental Demands

Work is performed in an office setting.

This position requires travel. If an office vehicle is not available, the appointee is expected to use his or her personal vehicle and will be reimbursed for mileage pursuant to policy.

This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

The U.S. Probation Offices requires employees to adhere to the Code of Conduct for Judicial Employees.

### **Application Process:**

To apply, email one PDF that contains all the required documents (listed below) to [Milinda\\_jones@gas.uscourts.gov](mailto:Milinda_jones@gas.uscourts.gov) The subject line of the email should state “Chief U.S. Probation Officer Vacancy.” The PDF title should state “(Applicant’s Name) - 2024-03 Chief U.S. Probation Officer.”

Please include the following in PDF format:

- A letter of interest, not exceeding two pages, that briefly summarizes your relevant qualifications and experiences, as well as your personal characteristics, vision, values, and management philosophy.
- A written summary, not exceeding three pages, that describes the following:
  - Your knowledge and experience in budget management, facilities management, and procurement guidelines;
  - Your experience in human resources management, including a description of the most challenging experience(s) you have had managing employees;
  - Your experience in policy research and development and data analysis; and
  - Your experience with using information technology to improve the performance of an organization.
- A detailed resume;
- Contact information for three professional references; and
- A completed Application for Judicial Branch Federal Employment, AO78 form, available at [AO\\_078-03-2024.pdf](#) (Note: Due to the highly sensitive nature of this position, applicants are required to fill out the Optional Background Information section (Questions 18 – 20) on the AO78 form.)

All application materials must be attached to the email as directed. Incomplete applications will not be considered. Application materials received will be reviewed, and applicants deemed “most qualified” will be invited to participate in a personal interview with a search committee composed of judges of the Court. Applicants who are not selected for an interview will be notified at the conclusion of the recruitment process. Applicants who are invited to interview are responsible for any travel costs. Reimbursement for relocation expenses may be authorized, based on available budget.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement, to withdraw this announcement, and to fill the position sooner than the closing date, any of which actions may occur without prior written notice.

The Federal Judiciary is an Equal Employment Opportunity employer.