



**U.S. PROBATION/PRETRIAL SERVICES OFFICE
DISTRICT COURT OF THE UNITED STATES VIRGIN ISLANDS**

**VACANCY ANNOUNCEMENT
(NO. 2014-VI-01)**

Position Title: CHIEF U.S. PROBATION OFFICER
Location: District of the Virgin Islands
Duty station preference: St. Croix
Starting Salary Range: JSP 14 - 16 (\$96,690- \$165,300 plus 13.84% COLA)
(Salary Commensurate with Experience)
Opening Date: October 28, 2013 **Closing Date: November 29, 2013**
Applications submitted by mail must be postmarked by the closing date.

Note: All interested applicants should apply, even if you previously submitted an application for this position in response to an earlier vacancy announcement.

This position will become available in January 2014

The Chief Probation Officer is responsible for ensuring the expeditious handling of all investigative probation/pretrial work for the Court; for effective supervision of pretrial releasees, probationers, supervised releasees and parolees; and for the administration of District-wide programs for drug/alcohol/mental health services for defendants/offenders. The Chief Probation Officer has oversight responsibility for the annual budget and manages all federally appropriated funds. As certifying officer for the Probation/Pretrial Services Office, the Chief Probation Officer authorizes all expenditures of the Probation/Pretrial Services Office and maintains appropriate fiscal controls.

The Chief Probation Officer 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 persons on pretrial release and post-conviction supervision. The Chief Probation Officer also manages the staff of the office, including all clerical, professional, supervisory, and administrative personnel.

Qualifications: Completion of a graduate program or an advanced degree in fields relating to criminal justice/law enforcement, education, guidance counseling, social work, or psychology is preferred. To qualify for the position of a Chief Probation Officer JSP - 14 through JSP - 16, an applicant must possess at least a bachelor's degree from an accredited college or university, and at least 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. Six years of specialized experience is preferred.

At least three years of substantial management experience is required, preferably in a court or community corrections setting.

Specialized Experience: Specialized experience is progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction, probation and/or pretrial programs.

Requirements: Each applicant must be a U.S. Citizen or eligible to work permanently in the United States. **First time applicants must be under the age of 37 at the time of appointment.**

A successful applicant must undergo a full field background investigation by the Office of Personnel Management. The applicant must undergo a medical examination, a credit check and urine testing. The medical requirements and the essential job functions derived from the medical guidelines of probation officers and officer assistants are available for public review at <http://www.uscourts.gov> (Click on U.S. Probation and Pretrial Services Officers/What Professional Standards Apply to Them/Officer and Officer Assistant Medical Requirements).

The Court requires employees to adhere to a Code of Conduct that can be found at <http://www.uscourts.gov> (Click on Rules and Policies/Codes of Conduct/Code of Conduct for Judicial Employees).

The incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to fitness-for-duty evaluations.

Employee Benefits: U.S. Probation Officers participate as hazardous duty law enforcement officers under the Federal Employees Retirement System (FERS). Employees are entitled to the accrual of annual leave based on years of service, as well as sick leave. There is optional enrollment in federal health insurance, group life insurance, long term care options, long-term disability insurance, flexible spending program (pre-tax flexible spending for health care and dependant care) and a tax deferred Thrift Savings Plan (similar to a 401(k) plan). U.S. Probation Officers are subject to a mandatory retirement age of 57 with 20 years of federal law enforcement experience, and receive an excellent retirement annuity. Direct deposit is required for payment of compensation for employees.

Application Procedures: Applicants must submit copies of college, graduate and post-graduate school transcripts; their two most recent performance evaluations; three names of references with contact information; a letter of interest which addresses their particular skills and experience; a current résumé; and a completed Application for Judicial Branch Federal Employment (AO-78, which may be downloaded from <http://www.uscourts.gov>). The complete application package must be submitted by mail or hand delivery to:

Lorelie M. Ayala, Administrative Services Manager
U.S. Probation Office
Almeric L. Christian Federal Building & Courthouse
3013 Golden Rock, Suite 2
Christiansted, VI 00820-4173
(340) 718-5515

The U.S. Probation/Pretrial Services Office is not authorized to reimburse candidates for travel or relocation expenses.

Selection Process: The most qualified applicants will be invited for an interview.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER