



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

**VACANCY ANNOUNCEMENT  
(NO. 2020-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 (\$107,807- \$181,500 plus 12.62% COLA)  
(Salary Commensurate with Experience)  
**Opening Date:** February 10, 2020 **Closing Date:** March 6, 2020.  
*Applications submitted by mail must be postmarked by the closing date.*

**This position will become available on August 3, 2020**

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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.

**Mandatory Qualifications:** To qualify for the position of a Chief Probation Officer at JSP14, 15 or 16, an applicant must have a bachelor's degree from an accredited college or university, and at least three years of progressively responsible specialized experience, one of which must have been at JSP13 grade level or its equivalent. The three years of specialized experience is mandatory and does not permit any substitutions.

Specialized experience is progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction, probation and/or pretrial programs. Experience in police officer, FBI agent, customs agent, marshal or similar positions, must include criminal investigation experience to meet the requirements of specialized experience.

**Preferred 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.
- Substantial knowledge of and experience in 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 Federal Rules of Criminal Procedure.
- Knowledge of evidence-based practices.
- Demonstration of executive leadership, vision and innovation.
- Demonstration of operational leadership, strong analytical ability, and excellent oral and written communication skills.
- Ability to learn and adapt to change, to obtain effective results under challenging circumstances.
- Ability to motivate and inspire others to perform at a high level.

**Employment Requirements:** Applicant must be a citizen of the United States of America or be eligible to work in the United States.

This position is designated as a high-sensitive executive position within the judiciary. Employment is provisional pending the successful completion of a ten-year, full-field OPM background investigation and favorable suitability determination. Investigative updates are required every five years.

The selectee for this position will undergo drug screening prior to appointment. Upon successful completion of the drug screening, the selectee may then be appointed provisionally, pending a favorable background investigation and suitability determination by the Court. The incumbent will be subject to ongoing random drug screening and, as deemed necessary by the Court for reasonable cause, may be subject to subsequent fitness-for duty evaluations. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov> under [Officer and Officer Assistant Medical Requirements](#).

There is no “maximum entry age” for this position. However, to be included under federal law enforcement officer retirement provisions, an individual would have to meet “maximum entry age” provisions as follows: First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirements.

A person appointed as the Chief U.S. Probation Officer who has not been previously classified as a federal law enforcement officer (LEO) and is not subject to LEO hazardous-duty retirement coverage is not subject to the maximum entry age provisions above.

The Court requires employees to adhere to a Code of Conduct that can be found at <http://www.uscourts.gov> under Ethics – [Code of Conduct for Judicial Employees](#).

**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 with employer matching contributions). U.S. Probation Officers (LEO) 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:** A cover letter of two pages or less that outlines your management experience and philosophy. In a separate enclosed document indicate your role in previously implementing STARR (or other recidivism reduction strategies) in a district. Other documents required are: a current resume detailing all relevant experience, education and skills; three reference letters; two most recent performance evaluations (if performance evaluations are not available, please provide an explanation); a completed and signed Application for Judicial Branch Federal Employment – (Form 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**

Or e-mailed to: [HR\\_Probation@vip.uscourts.gov](mailto:HR_Probation@vip.uscourts.gov). Please enter “Application for CUSPO-2020-VI-01” in the email subject line.

**E-mailed documents must be submitted as a single PDF document.** The court reserves the right to modify or withdraw this announcement without prior notice to applicants.

**Selection Process:** The applicants deemed most qualified will be invited to participate in a personal interview at their own expense.

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**