



UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

VACANCY ANNOUNCEMENT No. 2022-04

POSITION: Supervisory Probation Officer (Presentence Unit)
(One position available)

LOCATION: Trenton, New Jersey

GRADE/SALARY: CL 29: \$87,746 - \$142,607 CL 30: \$103,690 - \$168,518

Classification level (CL) and salary ranges are determined by prior experience. If filled at CL 29, there is promotion potential to CL 30 without further competition.

OPENING DATE: January 18, 2022

CLOSING DATE: Open until filled

POSITION OVERVIEW:

This opportunity is open to current U.S. Probation and Pretrial Services Officers within the Judiciary.

The position is located in the Presentence Unit of the Probation Office for the District of New Jersey. The primary function of the Supervisory Probation Officer is to strengthen and improve the skills and performance of a team of probation officers. He or she supervises their professional work, assigns and coordinates their tasks, and guides them in developing good case management and investigation practices.

The Supervisory Probation Officer is an integral part of the District's management team. The chosen applicant will participate in the decision-making process affecting office operations and administration.

DUTIES AND RESPONSIBILITIES OF SUPERVISORY PROBATION OFFICER:

The Supervisory Probation Officer is responsible for overseeing the activities of probation officers, at least one of whom is a senior/specialist officer, and performs duties and responsibilities such as the following:

- Assigns and reviews the work of probation officers; analyzes case records to ensure adherence to the national and local policies, procedures, and guidelines; ensures timelines and court-ordered deadlines

are met; delegates duties to staff as necessary; arranges for office and court coverage; handles emergencies arising from officers' assignments and responsibilities.

- Provides direction and assistance in investigations, case management, and report writing; discusses specific investigative case issues and approves Guideline calculations, addendum responses, and sentence recommendations; provides direction and assistance in the development of sentencing alternatives; remains aware of current sentencing research; provides ongoing constructive feedback to officers in all areas of the investigation; helps officers prioritize all case activities to ensure the timely submission of work.
- Evaluates performance of both developmental and full performance officers; plans and implements foundational training for new officers; mentors and trains officers and specialists; identifies and addresses staff performance deficiencies in coordination with the Deputy Chief.
- Monitors officers' activities in the field to ensure officer safety; identifies and communicates all safety concerns promptly to the senior management team.
- Conducts unit meetings for purposes of training and communication between administration and assigned line staff; enthusiastically communicates mission and direction of the district to staff.
- Tracks staff schedule and leave usage ensuring adherence to local policies and procedures; approves daily leave requests and certifies bi-weekly leave report; supervises field travel to include adherence to local travel and government car use policies; reviews travel logs and approves travel vouchers for unit staff.
- As a member of the management team, participates in committees and special projects at the local and national level. Proactively seeks and communicates suggestions for process improvement.
- Communicates and responds to management requests regarding case operations; answers procedural questions for judges, staff, and the public; provides customer service and resolves difficulties while complying with regulations, rules, and procedures; abides by the code of conduct for Judicial Employees and court confidentiality requirements; demonstrates sound ethics and good judgment at all times, and handles confidential and sensitive information appropriately.
- Assists in supervising support staff assigned to the presentence unit and performs related duties as required.

ORGANIZATIONAL RELATIONSHIP:

The Supervisory Probation Officer is under the direct supervision of a Deputy Chief Probation Officer and the Chief Probation Officer and is responsible for supervising probation officers or other staff as assigned. At the CL 30 level, supervision will include a senior/specialist officer.

BACKGROUND INVESTIGATIONS:

The applicant will be subject to updated background investigations every five years, ongoing random drug screening, and fitness for duty medical evaluations as needed.

At the Chief Probation Officer's discretion, the most recent background investigation/reinvestigation report completed on behalf of the officer may be reviewed.

QUALIFICATION REQUIREMENTS:

To qualify for promotion to Supervisory Probation Officer, an individual must meet the qualifications standards applicable to positions for the highest level of work effectively supervised. (For promotion to CL 30, at least one year of experience at the CL 29 level; for promotion to CL 29, at least one year of experience as a Probation Officer at the full performance level). The experience must have provided: (1) an opportunity to gain skill in dealing with others in a person-to-person work relationship; (2) the ability to exercise mature judgment, and (3) knowledge of the basic concepts, principles, and theories of management and ability to understand the managerial policies applicable to the probation office.

MISCELLANEOUS REQUIREMENTS:

All new hires must be vaccinated, including booster, against COVID-19 as a condition of employment. Exemptions/reasonable accommodations for medical/religious reasons may be provided on a case-by-case basis prior to starting employment. Requests for exemptions will only be accepted once an offer of employment has been made. The incumbent selected for this position will be required to submit an Attestation advising of vaccination status.

APPLICATION PROCEDURE:

Applicants interested in this vacancy should submit a cover letter, resume, and completed AO78 Application for Judicial Employment (which can be obtained from www.uscourts.gov) to the attention of:

Natividade Ribeiro
Human Resources Specialist
U.S. Probation Office
50 Walnut Street
Newark, NJ 07102
Announcement # 2022-04

E-mail versions are preferred and may be submitted to: Natividade_Ribeiro@njp.uscourts.gov.

Only complete application packets will be considered. Attachment should be submitted as a single PDF document and reference Supervisory Probation Officer Vacancy #2022-04 in the email subject line.

SELECTION PROCESS

Applicants will receive confirmation of the receipt of application. The Probation Office will only communicate further with those individuals invited for personal interviews. Only applicants who are interviewed will receive a written response regarding their application status. The time frame for submission of the letter will be determined by the Probation Office after the interview.

All resumes will be reviewed, and a limited number of applicants will be chosen for an interview and testing. Final selections for the position must be approved by the U.S. District Court.

The U.S. Probation Office reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool.

**THE UNITED STATES PROBATION OFFICE FOR THE DISTRICT OF NEW JERSEY IS AN
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