



## UNITED STATES PROBATION AND PRETRIAL SERVICES WESTERN DISTRICT OF WASHINGTON

### CHIEF U.S. PROBATION AND PRETRIAL SERVICES OFFICER

**ANNOUNCEMENT NUMBER**

20-WAW-11

**ANNOUNCEMENT DATE**

January 22, 2020

**CLOSING DATE**

Preference given to resumes received by February 16, 2020

The U.S. District Court for the Western District of Washington is currently accepting applications for the Chief U.S. Probation and Pretrial Services Officer. The Western District of Washington is comprised of thirteen active and senior U.S. District Judges and nine Magistrate Judges. The district has courthouses in Seattle and Tacoma, with satellite probation and pretrial services offices in Everett, Tukwila, and Vancouver, Washington.

The U.S. Probation and Pretrial Services Office has three distinct units: a pretrial services unit including supervision, a presentence unit, and a post-conviction supervision unit. We have approximately 53 law enforcement officers and 21 support positions.

The U.S. Probation and Pretrial Office is a Shared Services district. The 22 employees in Shared Services (human resources, budget, procurement, space and facilities, and IT) are employees of both U.S. Probation and Pretrial and District Court. U.S. Probation and Pretrial Services contributes a financial percentage to Shared Services for salaries and operations. The District Court Executive and the Chief Probation and Pretrial Services Officer co-manage Shared Services.

The Western District of Washington is a national leader in advanced evidenced-based programs to support people on federal supervision. The programs include the following: Freedom to Incarceration, Pretrial Support Group, Workforce Development, Moral Reconciliation Therapy (MRT), Staff Training Aimed at Reducing Re-Arrest (STARR), implementation of Adverse Childhood Experiences assessment (ACEs), and felony pre-adjudication drug court, Drug Re-Entry Alternative Model (DREAM).

U.S. Probation and Pretrial Services in Western Washington supports scientific research and data integrity to make informed decisions about mental health, substance use disorder, medicated assisted treatment, criminogenic risk factors, and traumatic experiences. Additionally, the use of evidence-based risk assessment tools is utilized in both pretrial investigations and post-conviction supervision.

The Western District of Washington is nationally recognized with high pretrial release rates grounded in evidence-based practices and proactive supervision.

The presentence unit utilizes and requires critical thinking and analysis as independent professionals in service to the Court.

The post-conviction supervision unit is grounded in the application of evidence-based practices to ensure appropriate levels of supervision and accountability, as well as successful long-term change and protection of the community.

**REPRESENTATIVE DUTIES**

- Oversee the executive management and management teams. Delegate operational functions appropriately to these teams while ensuring accountability for all staff.
- Execute and manage personnel decisions in close collaboration with Human Resources.
- Demonstrate through actions and policies that the organization is inclusive of race, age, gender, ethnic and cultural differences.
- Promote a culture that is respectful and free from harassment or bullying in any form; actively support the local and national Employee Dispute Resolution / Workplace Conduct policies.
- Represent the district within the Ninth Circuit and nationally to provide input on the future direction and policies of probation and pretrial services.
- Participation on local, Ninth Circuit, and national committees. Attendance at national and Ninth Circuit trainings is required.
- Collaborate with the District Court Executive in the administration of Shared Services and shared court operations. Partner with Chief Deputy of District Court to ensure continual process improvement.
- Manage the annual budget, authorize all expenditures, maintain appropriate fiscal controls and compliance with Administrative Office requirements. Work in collaboration with the budget administrator.
- Review and interpret statutory, Judicial Conference, Administrative Office, and Parole Commission requirements and implement policies and procedures accordingly.
- Oversee all operations are following Administrative Office guidelines.
- Serve as liaison to and meet regularly with the Chief Judge, District Judges, and Magistrate Judges. Make specific recommendations regarding Court related criminal justice issues. Provide clear data analysis and executive summary information orally and in writing.
- Maintain comprehensive human resources, budget, procurement, space and facilities, and information technology services to the Court in collaboration with the managers of IT, Budget, and Human Resources.
- Assure all space and facilities needs are met. Work in collaboration with the Ninth Circuit Executive Office, General Services Administration (GSA), and district space and facilities specialist.
- Represent the organization on the local Facility Security Committee. Ensure comprehensive emergency preparedness plan and continuity of operations procedures are in place and feasible.
- Provide oversight in the development and revision of internal control procedures.
- Establish and maintain cooperative relationships with other agencies in the criminal justice system including law enforcement, social service agencies, residential re-entry centers, and universities.
- Maintain proactive and collaborative relationships with the Federal Public Defender, U.S. Attorney, U.S. Marshal, GSA leadership, and the Warden of Federal Detention Center Sea-Tac.
- Collaborate with the data quality / statistical analyst to utilize and interpret data for operational decisions, recognizing data integrity is fundamental to all operations.
- Select and recommend to the Court candidates for appointment as probation and pretrial services officers. Appoints all support personnel.

<p><b>REQUIRED COMPETENCIES</b></p>	<ul style="list-style-type: none"> <li>• Promote and support continuous learning, requiring comprehensive training and professional development of all staff.</li> <li>• Ensure officers are professionally trained in reality-based safety, defensive tactics, and verbal diffusion. Guarantees that officers are provided with proper safety equipment.</li> <li>• Promote a culture that emphasizes wellness and resiliency.</li> <li>• Be accessible via cell phone at all times.</li> <li>• Must travel regularly between five offices.</li> <li>• Possess business acumen to understand the systems, policies, procedures and protocol needed to lead successfully.</li> <li>• Professional maturity, stability, presence, and composure.</li> <li>• Demonstrate and communicate an inspired vision and purpose.</li> <li>• Embrace and promote diversity to create a more cohesive workforce and accept differences among staff.</li> <li>• Lead consistently with strong ethical core values and beliefs.</li> <li>• Act with integrity, transparency, and truthfulness.</li> <li>• Possess managerial courage to execute decisive, timely, informed, and at times unpopular decisions.</li> <li>• Organizational savvy skills to maneuver through political and interpersonal situations confidently.</li> <li>• Ability to be strategically agile and flexible based on needs of the Court.</li> </ul>
<p><b>EDUCATION</b></p>	<p>Applicants must possess a bachelor’s degree from an accredited college or university in a field such as criminal justice, criminology, psychology, sociology, human relations, business, or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. A master’s degree, JD, or other advanced degree is preferred.</p>
<p><b>EXPERIENCE</b></p>	<p>This position requires at least three years of Specialized Experience <u>and</u> at least three years of Substantial Management Experience.</p> <p><b>Specialized Experience:</b> At least three years in the investigation, supervision, counseling, and guidance of individuals under supervision in community corrections, probation, and/or pretrial services programs. Experience within federal probation and pretrial services is preferred.</p> <p><b>Substantial Management Experience:</b> At least three years of executive level administrative experience that provides 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 information technology and human resources functions, and long and short-range planning.</p>
<p><b>SALARY RANGE</b></p>	<p>Judiciary Salary Plan – Court Unit Executive  JSP 16, Step 1 – 10, \$162,923 – \$211,806  JSP 17, Step 1 – 10, \$187,114 - \$216,400  Depending on experience and qualifications; additional promotional potential without further recruitment.</p>

**PROCEDURES FOR SELECTION**

The Court will screen all applications and the best qualified applicants will be invited for personal interviews. Travel expenses associated with interviews, if applicable, will be borne by the applicant. Some relocation expenses may be reimbursable.

Qualified applicants are required to submit the following:

- Cover letter
- Resume detailing years of specialized experience, including management experience, functions managed, and the number and composition of personnel supervised.
- A narrative statement of no more than two typewritten pages describing your vision for the organization. How does this vision reflect your core values?

Submit completed application packets via e-mail (Word or Acrobat .pdf format) to: [seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

Or to:

Human Resources (#20-WAW-11)  
U. S. District Court,  
700 Stewart Street, Suite 2218  
Seattle, WA 98101

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense.

**BACKGROUND INVESTIGATION**

This is an executive level, high-sensitive 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 United States District Court requires employees to follow a Code of Conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

**LAW ENFORCEMENT  
RETIREMENT COVERAGE**

To qualify for coverage under the law enforcement provision of the federal retirement system, there is a mandatory retirement age of 57 with 20 years' federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits.

The Federal Financial Management Reform Act requires direct deposit of federal wages. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

**BENEFITS**

Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the Federal Courts, please visit [www.uscourts.gov](http://www.uscourts.gov).