



**UNITED STATES DISTRICT COURT
U.S. PROBATION AND PRETRIAL SERVICES
NORTHERN DISTRICT OF NEW YORK**

**VACANCY ANNOUNCEMENT
NO. 25-PO-06**

POSITION TITLE: Deputy Chief U.S. Probation & Pretrial Services Officer (Type II)

LOCATION: Albany or Syracuse, NY

GRADE: Judicial Salary Plan (JSP) 14-16 (\$124,531 - \$177,240)
(dependent on qualifications, experience, and duty station)

OPENING DATE: May 20, 2025

CLOSING DATE: Position open until filled. Priority consideration to applicant packets received by close of business on June 20, 2025.

START DATE: To Be Determined

POSITION OVERVIEW:

The U.S. Probation & Pretrial Services Office for the Northern District of New York is seeking a highly organized Deputy Chief Probation Officer to carry out the mission of the office and the court. The Deputy Chief is a high-level executive position responsible for assisting the Chief U.S. Probation Officer in the administration and management of all operations as the Chief's second-in-command. Thus, a strong, collaborative relationship is required between the Chief and Deputy Chief. The Deputy Chief will regularly travel to divisional offices and work extra hours as needed, including on weekends. Out-of-district travel will also be required. The ideal candidate will be a proactive and supportive leader capable of effectively managing operations and ensuring quality standards are maintained.

DISTRICT SUMMARY:

The Northern District of New York (NDNY) is a combined probation and pretrial services district serving 32 counties in central and northern New York State. We facilitate the fair administration of justice and provide continuity of services throughout the judicial process. We are an outcome-based organization working in partnership with the community to make a positive difference in the lives of those we serve, while providing exceptional service to the court, the legal community, and the public. We have a mixture of urban and rural geography and a large, international border with Canada. Our headquarters is located in Syracuse, and we have divisional offices in Albany, Binghamton, Plattsburgh, and Utica. The NDNY is home to the Adirondack Park, the largest publicly protected area in the contiguous United States, greater in size than Yellowstone, Everglades, Glacier, and Grand Canyon National Park combined. We are less than a half day's drive to New York City, Buffalo, and Canada.

DUTIES & RESPONSIBILITIES INCLUDE:

- Provides executive leadership in the organization and management of the office to ensure expeditious handling of investigative work for the court and to ensure the effective supervision of persons under supervision.

- Assists in the formulation, implementation, and modification of district policies and procedures.
- Confers with judges, attorneys, and other parties to interpret office policy and procedures. Facilitates, mediates, and negotiates complex and sensitive matters with judges, managers, unit executives, and staff.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional institutions, and social service agencies.
- Oversees the recruitment and hiring process and assists in the selection of staff for appointment.
- Participates in the systematic analysis of performance for all staff and the resolution of personnel matters such as promotions, grievances, and disciplinary actions.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale. Identifies training needs within the district.
- Supervises staff as assigned, and is closely involved with travel, leave, and scheduling of work hours.
- Meets with managers to discuss operational needs and issues. Uses statistical reports to monitor workload. Assists the Chief Probation Officer with making operational and administrative decisions, including allocating resources; developing procedures and strategies; and overseeing programs.
- Assists in budget planning such as personnel projections, travel expenses, and purchases of services, equipment, and supplies. Assists in the review of budget allocations, procurement obligations, preparation of the office spending plan, reprogramming decisions, and certifying financial transactions.
- Participates in public relations which explain the mission and role of the office and correctional services to the community. Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Performs the duties of a probation officer or supervising probation officer, as needed.
- Performs other related duties as required by the Chief Probation Officer and the court.

QUALIFICATIONS:

To qualify for a position of Deputy Chief Probation Officer Type II at the JSP-14, 15, or 16 grade level, an applicant must have a bachelor's degree from an accredited college or university and possess the following years of specialized experience earned after the bachelor's degree has been issued.

<u>JSP Grade Level</u>	<u>Years of Specialized Experience</u>
14	6
15	7
16	7

Specialized Experience: Progressively responsible experience in the investigation, supervision, counseling, and guidance of individuals in community correction or pretrial programs is required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker,

psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal or similar position, other than any criminal investigation experience, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Education Substitution: Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) or doctor of philosophy (PhD) degree may be substituted for two years of the specialized experience.

Preferred Skills and Experience: Prior management/leadership experience, including supervising staff; handling confidential matters with discretion; and interpreting/implementing policies and procedures. Excellent organization and communication skills (verbal and written). Ability to balance the demands of varying priorities without sacrificing quality. Commitment to the work of the court and community. Strong desire to foster information sharing and to work collaboratively with management teams and other court units. Ability to think strategically with the big picture in mind, and to use creativity and innovation to support and improve the work process. Experience with handling a budget and/or financial records.

General Information: There is no maximum entry age for this position. However, to meet the hazardous duty retirement requirements for Federal Law Enforcement Officers, the applicant must have been appointed to a qualifying federal law enforcement position prior to their 37th birthday and must have at least three years of primary law enforcement (line officer) experience. An appointee who does not meet these requirements will not be eligible for the enhanced hazardous duty retirement package. For an applicant with previous federal law enforcement officer experience and who had a break in service or intervening non-law enforcement officer 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. There is no mandatory retirement age for regular federal retirement benefits.

A transfer from another district is not required to undergo a new background investigation. However, prior to appointment, the transfer's most recent background investigation may be requested for examination. Prior to appointment, outside applicants for this position will be subject to credit, employment, fingerprint, and criminal history background checks, and drug screening. The applicant selected for the position will be subject to ongoing random drug screening, updated background investigations every five years, and may be subject to subsequent fitness-for-duty evaluations. In addition, candidates must complete the AO-78, questions 18-20 regarding criminal history. Providing false and/or misleading information may be grounds for removal from the application and selection process.

Court employees, including U.S. Probation and Pretrial Services Officers, are required to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Employees are required to use electronic funds transfer for payroll deposit.

BENEFITS:

- Health, dental, vision, life, and long-term care insurance
- Health and dependent reimbursement accounts
- Public Service Loan Forgiveness Program
- Federal Employee Retirement System
- Thrift Savings Plan with a government match of up to 5% of compensation

- Flexible work schedule
- Telework
- 13 days paid annual leave for each of the first three years
- 20 days paid annual leave after three years
- 26 days paid annual leave after 15 years
- 13 paid sick days annually
- 11 paid federal holidays
- Paid parental leave
- Free parking
- Free on-site fitness facility

More detailed information about federal court benefits can be found at:
<https://www.uscourts.gov/careers/benefits>

APPLICATION PROCESS:

Consideration will only be given to those who apply through the court's online applicant tracking system. To apply, visit our applicant tracking system at:

<https://forms.nynd.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A letter of interest addressed to Chief U.S. Probation Officer Michael J. Kester which outlines your professional qualifications and experience, and why your skill set aligns with the position of Deputy Chief Probation Officer.
2. A current resume.
3. A narrative statement, not to exceed two pages, addressing your leadership philosophy and management style.
4. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via the applicant system). All sections must be completed.
5. A list of three professional references with email and phone contact information.
6. Transfer applicants only: Last two performance evaluations and most recent SF50.

**If an applicant fails to provide the required documents,
the application will be incomplete and may not be considered.**

The U.S. Probation Office will provide acknowledgement of received applications. Further communication will be limited to those applicants chosen for additional screening and/or interviews. Travel expenses associated with interviews will be the responsibility of the applicant. The U.S. Probation Office reserves the right to contact additional references other than those provided by the applicant.

The U.S. Probation Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position at any time during the recruitment process, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

The Federal Judiciary is an Equal Opportunity Employer.