



*United States District Court  
District of Alaska  
222 W. 7<sup>th</sup> Avenue, Box 4, Rm 229  
Anchorage, Alaska 99513  
[www.akd.uscourts.gov](http://www.akd.uscourts.gov)*

**Position:** Chief Probation Officer – Job # USDC 23-01  
**Opening Date:** January 9, 2023  
**Closing Date:** Open until filled / Preference given to applications received by February 13, 2023.  
**Starting Salary:** JSP 15 to 16 (Salary range \$154,325 - \$232,600)  
(Plus 2.01% COLA)  
**Location:** Anchorage, Alaska

The United States District Court for the District of Alaska is seeking qualified individuals for the position of Chief Probation Officer located in Anchorage, Alaska. The Chief Probation Officer is directly responsible for the administration and management of the federal probation office in the district. This is a high-level management position that is under the general direction of the Chief Judge of the U.S. District Court. This position is responsible for ensuring expeditious processing of pretrial investigations, presentence investigations, and reports for the Court; supervision of clients on supervised release prior to trial and on supervised release from prison; promulgating policies, procedures, and guidelines necessary to ensure an appropriate level of service; budgetary oversight for the U.S. Pretrial Services and Probation Office; and ensuring compliance with the Court's policies.

#### **REPRESENTATIVE DUTIES**

Organizes the U.S. Probation and Pretrial Services Office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers, parolees, and persons on supervised release.

Reviews, analyzes, and interprets statutory, Judicial Conference, U.S. Sentencing Commission, and Parole Commission requirements for the administration of probation, parole and supervised release services; promulgates policies, procedures, and guidelines necessary to meet these requirements.

Consistently communicates with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery. Ability to effectively interact with judges, the legal community and other law enforcement, corrections, service agencies and the public.

Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.

Selects and recommends candidates for appointment as probation officers to the court, as well as all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systemically evaluated.

Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.

Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.

Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.

Establish and administers continuing in-service training program to ensure high-quality service delivery through consistent staff development.

Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.

Demonstrated skills in leading motivating and overseeing a diverse workforce. Promotes and maintains conditions that encourage staff loyalty, enthusiasm, morale, diversity, and inclusion.

Comprehensive knowledge of and substantial experience in the operations and management of federal probation and/or pretrial services with exceptional oral, written, and interpersonal communication skills.

## **QUALIFICATIONS**

To qualify for the position of Chief Probation Officer up to JSP 16, a person must have a bachelor's degree from an accredited college or university and possess a minimum of **three years of specialized experience earned after a bachelor's degree has been issued.**

**Specialized experience:** progressively responsible experience, gained after the completion of a bachelor's degree, in the investigation, supervision, counseling and guidance of offenders in probation, pretrial or community corrections programs. Experience as a police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

**Substantial management experience:** high-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 the information technology, human resources functions, and long and short-range planning. Possible titles indicative of this experience within the judiciary would include any of the court unit executive or type II second-in-command titles.

## **PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of evidence-based practices and re-entry initiatives which clearly link to current and future operations and activities. Excellent organizational leadership and management skills.

Experience and tenure in leading teams, managing budgets and financial plans, leading large multifaceted projects, evaluating work processes and organizational impact, re-engineering or creating new organizational models, and planning and implementing organizational change. Understanding of the judiciary's decentralized administrative model. Ability to effectively interact with judges, the legal community, and other law enforcement, corrections, and service providing agencies. Displays executive leadership skills, vision and innovation.

Substantial knowledge of and experience in the operations and management of federal probation services. Knowledge of federal judiciary strategic plans, policies, and procedures. Knowledge of the U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.

Skill in operational leadership, strong analytical skills, and excellent oral and written communication abilities. Ability to learn and adapt to change while leading an organization, to get results under challenging conditions and inspire others to perform at a high level. Exhibits a presence that builds confidence in others.

## **CLEARANCES**

Successful applicants will be required to submit to a background investigation which includes drug screening, fingerprinting, a credit check, and a full field background investigation by the Office of Personnel Management. As a condition of employment, the incumbent will be subject to an updated background investigation every five years.

## **MAXIMUM ENTRY AGE**

There is no "maximum entry age" for this position. 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

37th birthday at the time of appointment. Applicants 37 or over with previous federal hazardous duty experience under the Civil Service Retirement System or the Federal Employees' Retirement System may be eligible for appointment. If no federal experience, and over 37, you are also eligible for retirement benefits.

## **MEDICAL REQUIREMENTS**

**Prior to first-time appointment under the federal law enforcement retirement provision, the selectee for this position will undergo a medical examination.** Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable background investigation and suitability determination by the court. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at [United States Courts](#) website. As conditions of employment, 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.

## **BENEFITS**

Full-time employees are eligible for a full range of benefits to include paid vacation and sick leave, paid holidays, and retirement benefits to include a defined contribution program and a 401(k) styled program called the Thrift Savings Plan (TSP), with a government match of up to 5%. Optional benefits include health and life insurance, disability insurance, dental and vision insurance, and a flexible benefit program which includes medical and dependent care reimbursements.

## **HOW TO APPLY**

Qualified candidates must submit the following:

- Cover letter
- Resume
- Three professional references with contact information
- Form AO78 - [Application for Judicial Branch Federal Employment, form AO 78](#)

The cover letter should be addressed to Chief Judge Sharon Gleason addressing your skills and experience. Applicants must submit one PDF document to [HR@akd.uscourts.gov](mailto:HR@akd.uscourts.gov) referencing USPO 23-01 Chief Probation Officer in the subject line. Incomplete applications may not be considered.

*Relocation or recruitment expenses are negotiable. The Court is not authorized to reimburse travel expenses for interviews. This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.*

The United States District Court for the District of Alaska is an Equal Opportunity Employer