



Notice of Vacancy

Position Title:	Chief Probation Officer
	Full-time/Regular, Excepted Service
Announcement No.:	2025-03
Location:	Roanoke, Virginia
Opening Date:	06/25/2025
Closing Date:	7/25/2025
Salary Range:	\$146,481 - \$228,501 (JS 15 – JS 17)
	Starting salary commensurate with qualifications and experience

The United States Probation Office for the Western District of Virginia, a combined district for probation and pretrial services, is currently accepting applications for the position of Chief Probation Officer to succeed the incumbent who is retiring in 2025. The position is under the administration and direction of the Chief Judge of the U.S. District Court.

The Chief Probation Officer administers federal pretrial and probation services for 52 counties, with offices in Abingdon, Charlottesville, Danville, Harrisonburg, Lynchburg and Roanoke. The probation office currently has 51 employees, including staff shared with the District Court Clerk's Office, who support 10 judicial officers. The position is in the headquarters office in Roanoke, Virginia. Occasional travel, including overnight, within and outside the district, is required.

REPRESENTATIVE DUTIES

The Chief Probation Officer is directly responsible for the administration of the probation and pretrial services office. The incumbent has a variety of administrative and operational duties including, but not limited to:

- Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities, including effective case supervision of pretrial defendants and persons placed on probation, supervised release, or parole.
 - Reviews, analyzes, and interprets statutory, Judicial Conference, Administrative Office, and Parole Commission requirements for the administration of probation/pretrial services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
 - Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with national standards to ensure an appropriate level of service delivery. Coordinates with other local federal court unit executives to ensure appropriate levels of service delivery to the court in an effective and efficient manner.
 - Selects and recommends candidates for appointment as probation officers to the court and appoints all non-officer personnel. Keeps the court informed of personnel matters providing specific
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recommendations in matters involving promotions, salary increases, disciplinary actions, and dismissals. Determines all personnel are adequately trained and systematically evaluates the work of all subordinates.

- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel. Promotes and maintains conditions which encourage a safe working environment, staff loyalty, enthusiasm, and positive morale. Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Administers and oversees the district firearms and officer response tactics and administer safety programs with special attention to preventing hazardous field incidents. Administers and oversees the solicitation of contracts for carrying out the probation/pretrial service functions, including mental health and substance abuse treatment.
- Prepares the office's operating budget and makes estimates for personnel, space allocation, and operating allowance needs. 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.
- 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.
- 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. 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.
- Assumes responsibility for communication to the news media. Develops and maintains a public relations program. Monitors community events and issues with special attention on alleviating hazardous office and field incidents.

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 three years of progressively responsible specialized experience earned after the bachelor's degree has been issued. Three years of specialized experience is mandatory and does not permit any substitutions.

To qualify for the position of Chief Probation Officer above the JSP 16, a person must, in addition to the three years of progressively responsible specialized experience, possess three years of substantial management experience earned after the bachelor's degree has been issued.

Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs. Experience as a police officer, FBI agent, customs agent, marshal or in similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, or head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include any of the court unit executive or type II

second-in command titles, assistant deputy chief probation officer, or assistant deputy chief pretrial services officer.

BENEFITS

As part of a generous total compensation package, the federal judiciary offers a diverse group of benefit programs, including health, dental, and vision coverage, participation in flexible reimbursement accounts, and retirement benefits. For more information, visit the [Benefits](#) page on the United States Courts' website.

CONDITIONS OF EMPLOYMENT

Must be a United States citizen or meet the [Citizenship Requirements for Employment in the Judiciary](#). Judiciary employees serve under excepted service appointments and are considered "at-will" employees. There is no "maximum entry age" for this position; however, to be included under federal law enforcement officer retirement provisions, an individual must have been appointed to a federal law enforcement officer position prior to their 37th birthday. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination.

Prior to appointment, the selectee considered for this position will undergo a medical examination, drug screening, and a ten-year background investigation. Upon successful completion of the medical examination, drug screening, and background investigation, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements for primary and secondary law enforcement officer and officer assistant positions are available for public review at [Officer and Officer Assistant Medical Requirements](#).

This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the [Code of Conduct for Judiciary Employees](#).

HOW TO APPLY

Qualified candidates must submit the following:

1. A letter of interest;
2. A detailed resume;
3. The [Judicial Application for Employment – Form AO78](#);
4. Contact information for three professional references; and
5. A brief narrative statement that addresses the applicant's: a) management style or philosophy, vision, and values; b) ability and demonstrated experience in strategic planning and implementing the most effective use of human, financial, and informational resources; and c) ability and demonstrated experience in problem solving and developing, motivating, and leading staff towards meeting mission critical goals.

Application packets should be submitted as a single PDF via email to: careers@vawd.uscourts.gov and reference **Chief Probation Officer #2025-03** in the subject line. Complete application packets must be received by close of business July 25, 2025. Only complete application submissions will be considered.

Due to the anticipated high volume of applications expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The United States District Court is an Equal Opportunity Employer.
