



Notice of Vacancy

Position Title:	Deputy Chief Probation Officer Full-time/Regular, Excepted Service
Announcement No.:	2025-10
Location:	Western District of Virginia
Opening Date:	September 15, 2025
Closing Date:	September 26, 2025
Salary Range:	\$124,531 - \$207,500 (JS 14/1 – JS 16/10) Starting grade and salary commensurate with qualifications and experience Promotion potential to target grade of JS 16 without further competition

The U.S. Probation Office for the Western District of Virginia, a combined district for probation and pretrial services, currently consists of 50 employees, including probation officers and administrative support staff, who support 10 judicial officers and staff located in six divisional offices (Abingdon, Charlottesville, Danville, Harrisonburg, Lynchburg, and Roanoke). The current workload includes preparation of approximately 250 bail reports, managing approximately 225 bail supervision cases, supervision of approximately 880 offenders, and preparation of approximately 259 presentence reports each year. The position may be located in any of the divisional offices in the district. Frequent travel, including overnight, within and outside the district, is required.

REPRESENTATIVE DUTIES

The Deputy Chief Probation Officer is an executive-level management position that serves as a second-in-command to the Chief Probation Officer, assisting the Chief in the administration and management of federal pretrial and probation services and acting on behalf of the Chief in the Chief's absence. The incumbent performs a variety of administrative and operational duties including, but not limited to:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers and parolees.
 - Assists the Chief Probation Officer in the formulation, implementation, and modification of probation and parole policies in the district.
 - Assists in the selection of professional and clerical personnel for appointment; provides specific recommendations to the Chief Probation Officer in other personnel matters including promotions,
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salary increases, disciplinary actions, and dismissals; participates in systematic evaluation of performance for all subordinates.

- Assists in managing office staff including all clerical, professional, supervisory, and administrative personnel. Assists in promoting and maintaining conditions that encourage staff engagement, enthusiasm, and morale. Assists with establishing and administering continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Supervises administrative work to include inventorying and ordering equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing of records.
- Assists in estimating personnel, space allocation, travel expenses, and operating allowance needs. Certifies vouchers for payment and assists with maintaining appropriate fiscal controls in all matters pertaining to expenses and purchases of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with other U.S. probation officers to assure all requests for assistance from other districts are met promptly and effectively. Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Participates in public relations that explain probation, parole, and other correctional services to the community. Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services. Assists with promulgating policies, procedures, and guidelines necessary to meet these requirements; ensures an appropriate level of service delivery. Maintains administrative liaison with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Performs all duties and responsibilities of a probation/pretrial services officer or supervisory probation/pretrial services officer as necessary.
- Performs related duties as required by the Chief Probation Officer and the court.

QUALIFICATIONS

The successful applicant must have a bachelor's degree from an accredited college or university and possess at least six years of specialized experience.

Specialized experience is progressively responsible experience in the investigation, supervision, and counseling and guidance of offenders in community correction or pretrial programs and must be earned after the bachelor's degree has been granted. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of the specialized experience.

Experience as a police officer, FBI agent, customs agent, U.S. Marshal, or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

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) degree may be substituted for two years of the specialized experience.

BENEFITS

As part of a generous total compensation package, the federal judiciary offers a diverse group of benefit programs, including health, dental, vision, and life insurance coverage, paid holidays, annual and sick leave accrual, 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 U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. 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, which is available for review on the court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

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 <http://www.uscourts.gov> under Officer and Officer Assistant Medical Requirements.

HOW TO APPLY

Qualified candidates must submit: 1) a letter of interest; 2) a detailed resume; 3) contact information for three professional references; 4) the [Judicial Application for Employment – Form AO78](#); and 5) a brief narrative that addresses the applicant's: a) management style or philosophy, vision, and values; b) relevant strengths and demonstrated experience as they relate to the duties and responsibilities of this position; and c) ability and demonstrated experience in building effective working relationships and developing staff.

Application packets should be submitted as a **single PDF** via email to careers@vawd.uscourts.gov and reference **Deputy Chief #2025-10** in the subject line. Complete application packets must be received by **5:00 p.m. ET on September 26, 2025**. Only complete application submissions will be considered.

Due to the anticipated high volume of submissions 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. Applicants scheduled for an interview should advise the Court if a reasonable accommodation will be necessary. **The United States District Court is an Equal Opportunity Employer.**
