



Notice of Vacancy

Position Title:	Probation Support Supervisor Full-time/Regular, Excepted Service
Announcement No.:	2026-07
Location:	Any divisional office within the Western District of Virginia
Opening Date:	May 13, 2026
Closing Date:	Open till filled Submissions received by May 27, 2026, will receive first consideration.
Salary Range:	\$44,701 – 97,098 (CL 24 – CL 27) Starting grade and salary commensurate with qualifications and experience Promotion potential to target grade of CL 27 without further competition

The U.S. Probation Office for the Western District of Virginia, a combined district for probation and pretrial services, is currently accepting applications for the position of Probation Support Supervisor. This position will serve as a dual role, functioning as both the Probation Services Technician and a Probation Support Supervisor providing support to management through oversight of support staff and daily operations. The Probation Office currently consists of 47 employees who support 10 judicial officers and staff located in six divisional offices (Abingdon, Charlottesville, Danville, Harrisonburg, Lynchburg and Roanoke). This position is located in any divisional office. Travel including overnight, within and outside the district, is required.

REPRESENTATIVE DUTIES

- Supervises and provides guidance to operational support staff involved in case management data-entry and quality control, ensuring the veracity of data and automated systems. Works with the PACTS Administrator in addressing operational or systems problems, ensuring solutions are determined and implemented.
 - Supervises, develops, and mentors operational support staff. Plans work to be accomplished by subordinates, including the setting of priorities and time schedules and establishing standards. Assigns work fairly and consistently, considering the difficulty of the work and employee capability. Reviews, advises, and assists with work in progress. Approves, revises, or redirects completed work, providing guidance as required.
 - Acts as a primary contact for support staff, officers, and management on a variety of administrative functions. Communicates and responds to management requests regarding
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operations support. Hears and resolves complaints, assists with personnel issues when possible, and effects disciplinary actions when required.

- Coordinates and communicates office procedures with subordinates. Keeps subordinates informed of the policies and procedures of the organization as a whole. Conducts staff meetings, provides information, and answers procedural questions.
- Monitors and approves leave for subordinates; certifies bi-weekly time and attendance records.
- Evaluates subordinates' performance and recommends disciplinary action. Identifies, coordinates, recommends, and provides relevant professional development and training for subordinates.
- Prepares petitions, orders, and papers essential to probation and pretrial services. Compiling information for investigations, formatting, typing, and editing presentence and pretrial reports, including violation reports and preliminary interview reports for the court, developed by officers, often under pressure of short deadlines. Prepares letters, memoranda, appointment notices, and composes routine correspondence for officers.
- Provides assistance with the administrative functions of the office by greeting visitors, receiving incoming calls, answering routine inquiries, maintaining officers' calendars, and taking minutes of staff meetings.
- Records chronological entries in case files and enters case files and statistical data into automated databases.
- Prepares and organizes case files at the direction of Probation Officers and in accordance with established office policies and procedures. Receives and transfers case files from and to other districts. Prepares and maintains investigative files, entering data into case tracking system.
- Electronically submits appropriate documents to the Bureau of Prisons and Sentencing Commission.
- Conducts criminal record checks through local or national law enforcement systems.
- Accepts monthly reports in the absence of the officer at his/her direction and reviews reports for completeness. Provides list of delinquent reports to officers and transmits letters to clients concerning delinquent reports.
- Advises offenders/defendants reporting from prison or from court on officer assignment and procedures.
- Assists Probation Officers in conducting limited scope criminal history database inquiries and compile limited scope criminal history/profiles. Submit collateral record inquiries and assist in record collection as needed.
- Receives and routes incoming and outgoing mail and materials.
- Performs other duties as assigned.

QUALIFICATIONS

One year of specialized experience, including at least one year as a CL-23, is required.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry and/or report generation.

The ideal candidate will be detail oriented, highly organized and self-directed; demonstrate initiative and the ability to consistently exercise good judgment; possess thorough knowledge of federal and local operational processes and procedures and the use of supported applications and corresponding data entry standards; possess the ability to respond to competing priorities and work effectively with a variety of

staff, providing quality service and resolving difficulties while complying with rules and regulations as well as skill in problem solving, effective communication, both verbal and written, and training; and maintain a professional demeanor and appearance at all times.

BENEFITS

For federal benefits information, visit: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx> .

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>.

HOW TO APPLY

Qualified candidates must submit: 1) a letter of interest; 2) a detailed resume; 3) contact information for three professional references, and 4) the [Judicial Application for Employment – Form AO78](#). Application packets should be submitted as a **single PDF** via email to Careers@vawd.uscourts.gov and reference **Probation Support Supervisor #2026-07** in the subject line. Only complete application submissions will be considered. Application packets received by May 27, 2026, will receive first consideration.

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.
