



UNITED STATES DISTRICT COURT

DISTRICT OF COLUMBIA PROBATION OFFICE

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PROMOTION OPPORTUNITY

Announcement Number:	26-DC-10
Position Title:	SUPERVISORY PROBATION OFFICER Supervision Division
Grade/Salary Range:	CL-30 (\$115,111 - \$187,117) <i>(Depending upon qualifications and experience)</i>
Position Location:	Washington, DC
Position Information:	Full-time/Permanent/Excepted Service <i>(One position is available)</i>
Area of Consideration:	Open to all current United States Probation and Pretrial Services Officers in the Federal Judiciary only.
Open Date:	May 28, 2026
Closing Date:	Open Until Filled

How to Apply: To be considered for this “at will” position, applicants are required to submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov) (Note: Page 5 of the AO-78 must be completed and signed.)
- A resume detailing all relevant experience, education, and skills
- Copy of last two performance appraisals. If appraisals are unavailable, please provide an explanation.
- Most recent SF-50

Failure to submit a complete, typed, and signed cover letter and AO-78, resume, last two performance appraisals, and SF-50 will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed/hand-delivered to:

United States Probation Office
Attn: Human Resources
333 Constitution Avenue, NW, Suite 2214
Washington, DC 20001-2866
Reference Announcement: #26-DC-10

or e-mailed to: jobs@dcp.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For additional opportunities and information, please see our website: <https://www.dcp.uscourts.gov/career-opportunities>.

JOB SUMMARY:

The position is located in the United States Probation Office in the U.S. District Court for the District of Columbia. A Supervisory Probation Officer is responsible for the quantity and quality of all probation services provided by a unit of probation officers and/or other duties as assigned.

DUTIES AND RESPONSIBILITIES:

The qualified incumbent at the CL-30 level must supervise at least one officer at the CL-29 level.

Assign and schedule all supervision work to officers in the unit.

Review and evaluate all work in a unit, which may include case records, and correspondence to ensure maintenance of service delivery and adherence to existing policies, procedures, and guidelines.

Confer regularly with probation officers, providing direction and assistance to the officers toward improving investigative, supervision, and writing skills. Assist probation officers in meeting the needs of clients with complex problems and circumstances; provide leadership in the development of sentencing alternatives, utilization of community resources, and the application of professionally sound case management principles.

Directly observe staff interacting with defendants, persons under supervision, and third parties. The observations should include random days in the field and at least some contacts selected by the supervisor, not the staff member. Supervisors should always probe further if a person under an officer's supervision or investigation shows signs of possible victimization or acts suspiciously.

Assure continued staff development by planning and implementing orientation and in-service training, holding individual staff conferences, and increasing levels of responsibility in assignments.

Assume the responsibility for handling emergency situations arising with caseloads or in the absence of probation officers. Supervisory Probation Officers are expected to be present and available to their officers, senior managers, and the Court to provide guidance and assistance. While managers may participate in the office's flexible work schedule program, Supervisory Probation Officers are generally expected to work in the office Monday through Friday, 8:30 a.m. to 5:00 p.m.

Conduct unit meetings to identify performance and operational problems, develop appropriate solutions, disseminate information, and allow for collaboration and the exchange of ideas.

Evaluate the performance of probation officers in the unit on a systematic and regular basis.

Maintain an atmosphere for staff utilization of management personnel and resources, staff relationships and morale within the unit, and for encouraging loyalty and enthusiasm.

Collaborate with the Chief and Deputy Chief Probation Officers and other administrative staff toward the development of programs and policies to increase the effectiveness of the office.

Supervise field travel to include review and approval of all travel vouchers of officers in the unit.

Act as a liaison with management, sharing line input, and advising and implementing office policy decisions.

Perform related duties as required by the Chief and Deputy Chief Probation Officers.

JOB REQUIREMENTS:

The incumbent must possess a thorough knowledge of the following: the criminal justice system; federal probation and parole legal requirements, policies and procedures; sentencing guidelines and applicable case law; investigative and supervision techniques; and the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, and the Federal Bureau of Prisons. In addition, the incumbent must possess knowledge and understanding of evidenced-based practices, to include STARR, PCRA, and stages of change.

The incumbent must also have a thorough understanding of PACTS and demonstrate the ability to use PACTS reports and data to analyze and guide the work of officers. He or she must further demonstrate the ability to use PACTS data to assess trends and ensure evidence-based practices. And, finally, the incumbent will be the officers' primary point of contact for PACTS instruction and the primary advocate for the full usage of all modules.

The incumbent should possess the ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts, and skill in applying various statutes and implementing regulations. He or she must have the ability to communicate orally and in writing, both clearly and concisely, with a variety of persons such as judicial officers, attorneys, and persons under supervision. He or she must possess a working

knowledge of legal research techniques, database and spreadsheet software, and skill in using personal computers and computer software.

Supervisory requirements include: The ability to perform all the duties/responsibilities required of the personnel directly supervised; develop or accept recommendations from subordinates to increase productivity or quality; keep subordinates informed of the policies and procedures of the organization as a whole; assure equity among subordinate units in terms of performance standards, rating techniques of employees, and work performed; recommend or advise superiors on proposed changes to enhance the overall capability/productivity of the total organization; assist with employee problems when possible, and effecting disciplinary actions when required.

Possess demonstrated experience and temperament supervising a variety of cases and making required judgments to balance the responsibilities of executing the court's orders, protecting the public, and addressing the needs of those under supervision.

JOB QUALIFICATION STANDARDS:

REQUIRED EDUCATION

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position and is required for all probation officer positions.

REQUIRED EXPERIENCE

Supervisory positions are responsible for the administrative and technical supervision of employees who accomplish a particular function or functions on a day-to-day basis.

These positions involve applying technical knowledge related to the work being supervised and professional or supervisory skills related to leading a team of employees to accomplish the work.

To qualify for a supervisory position, an individual must possess a minimum of five years of specialized experience as a United States Probation/Pretrial Services Officer, including at least one year of specialized experience at or equivalent to the next lower level below the position for which the applicant is being considered and must:

- a) Meet the qualification standards applicable to positions for the highest level of work effectively supervised; and
- b) Have specialized experience that included progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain:
 - 1) Skill in developing the interpersonal work relationships needed to lead a team of employees,
 - 2) The ability to exercise mature judgment, and

- 3) Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

PREFERRED EDUCATION AND EXPERIENCE

The preferred candidate will possess a master's degree and/or juris doctorate; experience and skills in dealing with others in managing staff; the ability to exercise mature judgment; a thorough knowledge of the basic concepts, principles, and theories of management; and the ability to understand the managerial policies applicable to the United States Probation Office for the District of Columbia. In addition, the preferred candidate's work performance must consistently exceed standards.

EMPLOYEE BENEFITS: Full-time employees of the United States Probation Office for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$340 per month), Long-Term Care Insurance, and Professional Liability Insurance
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about federal court benefits, please go to:
www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT:

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States Probation Office for the District of Columbia are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

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

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review (see [Officer and Officer Assistant Medical Requirements](#)).

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 who have previous law enforcement officer experience under Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS) and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.