



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN  
MILWAUKEE DIVISION**

**Vacancy Announcement#: 25-05**

**Chief U.S. Probation and Pretrial Services Officer**

**JSP 14 – JSP 17 - \$130,233 - \$238,964\***

**\*Starting salary based on qualifications, experience, and applicant's current salary  
or federal pay plan**

**Future promotional opportunity without further competition**

**Open to Internal and External Applicants**

**Estimated Start Date: June 9, 2025**

**Application deadline: May 9, 2025**

The U. S. District Court for the Eastern District of Wisconsin is seeking a qualified individual for the position of Chief Probation and Pretrial Services Officer. The Chief Probation and Pretrial Services Officer administers and manages federal probation and pretrial services within the judicial district of appointment. The Chief Probation and Pretrial Services Officer is a court unit executive under the administrative direction of the Chief Judge of the District Court or the designee of the Court and is directly responsible for the administration of the Probation and Pretrial Services Office. The Chief has a variety of administrative and operational duties that include but are not limited to the following:

- ◆ Organize the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of defendants, probationers and persons on parole and supervised release.
- ◆ Review, analyze, and interpret statutory, Judicial Conference, and Parole Commission requirements for the administration of probation/pretrial services and supervised release services; implement Administrative Office requirements for the administration of probation/pretrial services; promulgate policies, procedures, and guidelines to meet those requirements.
- ◆ Maintain administrative liaison with the court 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. Ensure all reports submitted to the court by the office are thorough, accurate and timely.

- ◆ Select and recommend officer candidates for appointment as probation officers to the court; appoint all non-officer personnel; responsible for all other personnel matters including promotions, salary increases, disciplinary actions, and recommendations for dismissals; determine all personnel are adequately trained; and systematically evaluate the work of all subordinates.
- ◆ Manage the staff of the office including all administrative, professional and supervisory personnel. Promote and maintain conditions which encourage staff loyalty, enthusiasm and morale.
- ◆ Make estimates of personnel, space allocation, and operating requirements; prepare an annual budget; approve requisitions, certifies vouchers for payment, and maintain appropriate fiscal controls in matters pertaining to travel expenses and purchases of service, equipment, and supplies.
- ◆ Establish and administer continuing in-service training programs to ensure high-quality service delivery through staff development.
- ◆ Maintain an effective system of communication at all levels; delegate decision-making responsibility; provide qualitative and quantitative measures of work performance; and assure accountability in the performance of duty.
- ◆ Maintain liaison with the Chief Judge and other Judges; make specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound pretrial release and sentencing practices.
- ◆ Establish and maintain cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and community and social service agencies.
- ◆ Develops and maintains a public relations program which explains probation, parole and other correctional services to the community; assumes responsibility for communication to the news media.
- ◆ Participates in leadership opportunities outside of the Eastern District of Wisconsin to support national efforts to improve the administration of justice.
- ◆ Monitor community events and issues with special attention to alleviating hazardous office and field incidents.
- ◆ Occasionally, may perform duties of probation officers or supervising probation officers.
- ◆ Perform related duties as required by the court.

### **Qualifications:**

To qualify for a position of chief probation officer, a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience earned after the bachelor's degree has been issued, one of which must have been at the next lower grade level or its equivalent.

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

Three years of specialized experience is mandatory and does not permit any substitutions.

### **Specialized Experience:**

Specialized experience is progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community programs is required.

Experience as a police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience.

### **Substantial Management Experience:**

Substantial management experience is 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 IT and HR functions, and long and short-range planning. Possible titles indicative of this experience outside of 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, 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, or assistant deputy chief probation officer.

### **Court Preferred Skills:**

Additional qualifications, skills, and experiences preferred, but not required, include:

- Substantial knowledge of and experience in the operations and management of federal probation and/or pretrial services. Knowledge of federal judiciary strategic direction, policies, and procedures. Knowledge of the U.S. Sentencing Guidelines, applicable statutes and case law, and the Federal Rules of Criminal Procedure.
- Demonstrated commitment to and expertise in evidence-based practices and re-entry initiatives, and in the development of organizational practices stemming from these principles to improve outcomes and reduce recidivism.

- Excellent organizational leadership and management skills, including the ability to coach and develop employees. Experience 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 change.
- Ability to effectively interact with judges, the legal community, and other law-enforcement, corrections, and service-providing agencies.
- Highly organized; possesses tact, good judgment, poise, initiative, and a professional demeanor; communicates effectively, both orally and in writing.
- A graduate degree in a closely related field from an accredited university.

### **Conditions of Employment:**

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 37<sup>th</sup> birthday.

The U. S. Probation Office falls within the Judicial Branch of the U. S. Government. Applicants must be a U.S. citizen or eligible to work in the United States. This position is subject to mandatory electronic funds transfer for payment of net pay. Judiciary employees serve under “Excepted Appointment” and are considered “At-Will” employees.

Prior to appointment, the selectee considered for this position will undergo a drug screening. Upon successful completion of the drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court.

In addition, as a condition 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 law enforcement officer and officer assistant positions are available for public review on the USCourts.gov web site under [Officer and Officer Assistant Medical Requirements](#).

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#).

Travel and relocation expenses will not be reimbursed.

### **Employee Benefits:**

Benefits include participation in the Federal Employees' Retirement System, which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. For more detailed information about federal court benefits, <http://www.uscourts.gov/careers/benefits>.

### **Application Information:**

Qualified candidates will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training.

Qualified applicants should email single PDF containing cover letter, resume, references and completed AO 78 Application for Judicial Employment to Human Resources: [employment@wied.uscourts.gov](mailto:employment@wied.uscourts.gov). Please use **"Chief U.S. Probation Officer"** as your subject **no later than Friday, May 9, 2025**:

Letter of application that addresses each of the court preferred skills listed above. Letters must not exceed five pages.

Complete resume detailing the applicant's qualifications and experience.

Two Professional and One Personal Reference.

Application for Judicial Branch Federal Employment (AO-78)\*\*, available at:  
<https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>

**\*\***(NOTE: Due to the highly sensitive nature of this position, applicants are required to fill out the Optional Background Information section (Questions 19 – 21) on the AO78 form).