



UNITED STATES PROBATION AND PRETRIAL SERVICES WESTERN DISTRICT OF WISCONSIN

Vacancy Announcement No. 2025-02

CAREER OPPORTUNITY

Position Title: Deputy Chief U.S. Probation Officer, Type II

Position Type: Full-Time Permanent

Duty Station: Madison or Eau Claire, Wisconsin

Salary Range: JSP 14 (\$124,531-\$161,889)
JSP 15 (\$146,481-\$190,424)
**Starting salary commensurate with qualifications and salary history.*
***Position has promotable potential up to JSP 15 without further competition.*

Opening Date: April 15, 2025

Closing Date: Open until filled; preference will be given to complete applications submitted by May 14, 2025.

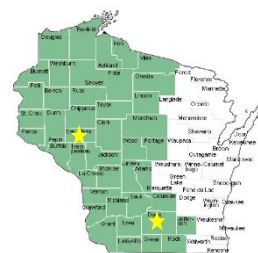
Start Date: Flexible, with a required start date no later than October 1, 2025.

A relocation bonus may be available for the successful candidate currently residing more than 50 miles from the new duty station and may be limited based on the availability of budgetary resources. For transfers within the federal system, there must be no break in service to be eligible. Payment of a relocation bonus is contingent on the selected candidate signing a service agreement.

DISTRICT SUMMARY

The Western District of Wisconsin is a combined probation and pretrial services district that serves 44 counties. The district has two active U.S. District Judges, one full-time U.S. Magistrate Judge, and one part-time U.S. Magistrate Judge. The U.S. Probation and Pretrial Services Office consists of approximately 18 officers and 4 administrative employees. Due to the district's size, employees gain invaluable experience by contributing to all facets of operations, offering a unique opportunity to make a significant impact across the district.

The district has courthouses in Madison and Eau Claire, with its headquarters located in Madison. This position offers the flexibility to be based in Madison or Eau Claire. As the state capital, Madison is a remarkable city consistently ranked among the best places to live in the United States. Nestled at the confluence of two rivers, Eau Claire offers access to riverside scenery and to Northern Wisconsin's recreational opportunities.



The Western District of Wisconsin is committed to the continued implementation of evidence-based practices in the management and oversight of defendants and persons under post-conviction supervision. The district is dedicated to ensuring that all aspects of service to the Court and the

community remain at high levels. Delivering this high level of performance is essential to accomplish our mission, which is as follows:

“Collectively, we contribute to a safer community by fostering positive, lasting change in the lives of those we serve.”

The Western District of Wisconsin believes leadership is a shared responsibility of all team members and that no one person is more important than any other within the organization. This district encourages creativity in problem solving and encourages all staff members to look for opportunities to lead.

POSITION OVERVIEW

The Deputy Chief U.S. Probation Officer serves as an integral member of the executive leadership team and the second-in-command, reporting directly to the Chief U.S. Probation Officer. The selected candidate will be expected to assist the Chief in all areas of the administration and management of the U.S. Probation and Pretrial Services Office, contributing to strategic initiatives and the implementation of evidence-based practices. Key responsibilities include managing supervisory staff, ensuring effective and efficient day-to-day operations, and implementing quality control measures.

A strong collaborative relationship is required between the Chief and Deputy Chief. The Deputy Chief will provide leadership to formulate, supervise, and implement policies and initiatives to achieve organizational goals and contribute to an outcome-based learning organization. The Deputy Chief represents the Chief during periods of absence. This position is considered hazardous duty, which requires irregular work hours to include nights, weekends, and holidays. The ideal candidate will be a proactive and supportive leader capable of effectively managing operations and ensuring quality standards are maintained.

REPRESENTATIVE DUTIES

The duties and responsibilities of this position may consist of budget, procurement, human resources, and other administrative and operational areas including, but not limited to, the following:

- Participating in the organization and management of the district to ensure expeditious handling of investigative work for the Court and the effective supervision of persons under pretrial and post-conviction supervision.
- Assisting the Chief with formulating, implementing, and enforcing policies and practices in relation to all district operations, which may include the following: procurement of services and goods; human resources; internal controls; information technology; firearms and safety; emergency preparedness; property management; and space and facilities.
- Ensuring statutes, guidelines, case law, policies, and regulations pertaining to pretrial services, presentence investigations, and post-conviction supervision are applied and adhered to appropriately, fairly, and consistently.
- Supporting the Chief Probation Officer in the development of district practices rooted in evidence-based principles to improve outcomes.
- Monitoring the supervision of services provided to persons under pretrial and post-conviction supervision. Conducting special investigations and preparing reports.

- Overseeing reviews for quality control purposes of pretrial, presentence, and post-conviction units.
- Providing direct and indirect supervision of staff, to include hiring, performance evaluations, and disciplinary actions. Recommending candidates to the Chief for appointment as probation and pretrial services officers.
- Assisting in staff development, training, coaching, and mentoring. Promoting conditions that encourage staff loyalty, enthusiasm, and morale. Recommending training based on district needs identified through oversight responsibilities.
- Reviewing and analyzing reports to identify problems, trends, and other issues. Analyzing collected data to formulate solutions to problems, which involves both the modification of existing policies, procedures, and/or administrative practices and the development of new ones.
- Supporting the Chief in budget planning, justification, execution, and monitoring of the budget. Assisting in certifying financial transactions.
- Conferring with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Establishing and maintaining cooperative relationships with other agencies in the criminal justice system, including federal, state, and local law enforcement, correctional and social service agencies, as well as public and private agencies.
- Complying with the [Code of Conduct for Judicial Employees](#), championing the [Charter for Excellence](#), and maintaining court confidentiality requirements. Demonstrating integrity, sound ethics, mature judgment, and professional demeanor.
- Occasionally, performing the duties of probation or pretrial services officers or supervisory probation officers.
- Performing related duties as required by the Chief Probation Officer or the Court.

EDUCATION REQUIREMENTS

Applicants must possess a bachelor's degree from an accredited college or university in a field such as criminal justice, criminology, sociology, human relations, business or public administration, or another related field which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

EXPERIENCE REQUIREMENTS

To qualify for a position of Deputy Chief U.S. Probation Officer Type II, at Judiciary Salary Plan (JSP) 14 or 15, a person must possess the following years of specialized experience:

<u>JSP Grade Level</u>	<u>Years of Specialized Experience</u>
14	6
15	7

Definition of Specialized Experience: Progressively responsible experience in the investigation, supervision, counseling, and guidance of persons under supervision in the community corrections or pretrial programs. Experience in closely allied fields such as education guidance counselor,

social worker, case worker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience as police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience. Specialized experience must be gained after earning a bachelor's degree.

Educational Substitutions 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.

PREFERRED SKILLS

The successful candidate will be passionate about the work and mission of the federal pretrial and probation system and demonstrate initiative in their work. The successful candidate will also have a deep respect for and commitment to serving the Court and the public, as well as the ability to work collegially with all individuals. They will be attentive to detail and accuracy and be able to balance the demands of varying workload responsibilities and deadlines without sacrificing quality. The successful candidate will be committed to continuous learning and demonstrate adaptability in response to evolving needs.

An ideal candidate will also possess the following preferred skills:

- Previous management or leadership experience, education, or training relevant to U.S. Probation and Pretrial Services operations. Substantial knowledge of, and experience in, the operations and management of pretrial, presentence, and supervision.
- Extensive knowledge of federal judiciary policies and procedures, evidence-based practices including relevant research, U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure. Commitment to evaluating and improving the implementation of best practices within the district.
- Strong analytical skills and comprehensive understanding of data reports to examine trends, solve problems, forecast needs, and identify and implement tailored programs and training. Involvement in establishing programs that help achieve an organization's mission.
- Excellent organization and time management skills, with the ability to balance the demands of varying workload responsibilities, projects, and deadlines with limited supervision.
- Dedication to fostering and supporting ideas and opinions, shared in a professional manner, to ensure continued growth and inclusion of all staff with the ability to motivate others.
- Excellent writing skills, including the ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, and concise manner.
- Additional broad-based experience, training, and/or knowledge in budgeting and financial management, staffing and human resources, long and short-range planning, information technology systems, procurement, internal controls, and/or other administrative areas.
- A master's degree in a closely related field, or a Juris Doctor degree, from an accredited university.

CONDITIONS OF EMPLOYMENT

Applicants must be United States citizens or eligible to work in the United States. This position will require travel to field offices and a valid driver's license. The selected candidate will be required to live within a reasonable commuting distance of their duty station. Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

This is an executive, high-sensitive position within the Judiciary. Prior to appointment, outside applicants considered for this position are subject to a full background investigation, physical examination, and drug screening. In addition, as conditions of employment, the selected candidate will be subject to ongoing random drug screening, updated background investigations every five years, and may be subject to subsequent fitness-for-duty evaluations.

BENEFITS

Employees of the U.S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. However, Judiciary employees are entitled to the same benefits as other federal employees. These include participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan, health and life insurance benefits, long-term disability and long-term care options, vacation and sick leave accrual, and 11 paid holidays per year. For additional information on employment with the federal courts, please visit the website for [U.S. Courts](#).

RETIREMENT COVERAGE

To qualify for coverage under the law enforcement provision of FERS, the applicant must have been appointed to a qualifying federal law enforcement position prior to their 37th birthday and must have at least three years of primary law enforcement experience. There is a mandatory retirement age of 57 with 20 years of federal law enforcement experience.

PROCEDURES FOR SELECTION

The U.S. Probation and Pretrial Services Office will screen all applications, and the best qualified applicants will be invited for interviews. Only the candidates selected for interviews will be contacted. Travel expenses associated with an interview, if applicable, will be borne by the applicant. Applicants selected for an interview will be required to complete a project for presentation. Information concerning this project will be forwarded to those selected for an interview.

APPLICATION MATERIALS

Please apply using the following link: [Application Link](#)

Complete the information fields and attach the following materials:

- 1) an updated resume;
- 2) a cover letter (not to exceed one page) outlining professional qualifications, skills, and experience as it relates to the position;

- 3) a narrative statement (not to exceed three pages) addressing the following three areas:
 - a. the applicant's leadership style and how that style aligns with the Chief's vision of cultivating a positive, high-achieving, data-informed, and collaborative workplace to attain optimal outcomes as change agents;
 - b. the applicant's vision of implementing and overseeing quality assurance and evidence-based practices within the district to further its mission; and
 - c. identification of one of the "Preferred Skills" (excluding the advanced degree) listed above that the applicant does not currently possess and a plan to acquire proficiency in this skill.
- 4) an Application for Judicial Branch Employment (AO78) (the form is included in the application link);
- 5) a list of three professional references; and
- 6) copies of the applicant's two most recent performance evaluations.

Incomplete applications packets will not be considered.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application material may be grounds for non-selection, withdrawal of an officer of employment, or dismissal after being employed.

The U.S. Probation and Pretrial Services Office reserves the right to amend the conditions of this vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The U.S. Courts is an Equal Employment Opportunity employer.