

**UNITED STATES PROBATION & PRETRIAL SERVICES  
DISTRICT OF DELAWARE**

**VACANCY ANNOUNCEMENT # 22-04**

**INTERNAL VACANCY AND/OR TRANSFER OPPORTUNITY**

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**POSITION:** SUPERVISORY UNITED STATES PROBATION OFFICER

**LOCATION:** WILMINGTON, DELAWARE

**SALARY RANGE** CL29 (\$82,477-\$134,044)  
CL 30 (\$97,463-\$158,399)  
(Commensurate with experience)

**OPENING DATE:** July 1, 2022

**CLOSING DATE:** July 21, 2022

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**POSITION OVERVIEW:** The U.S. Probation and Pretrial Services Office, District of Delaware is accepting applications for the position of Supervisory U.S. Probation Officer. This position is open to all current U.S. Probation and Pretrial officers, and reports directly to the Deputy Chief USPO.

**REPRESENTATIVE DUTIES:**

- ▶ Supervises U.S. Probation Officers as designated by the Chief U. S. Probation Officer and the Deputy.
- ▶ Assigns work to subordinates, considering the complexity of the work, deadlines, and the capabilities of the employee.
- ▶ Provides advice and assists with work in progress. Approves, revises, or rejects completed work of subordinates.
- ▶ Hears and resolves personnel complaints, assists with personnel problems, and implements disciplinary actions when necessary.
- ▶ Evaluates and audits performance, and conducts appraisal ratings of U. S. Probation Officers, and also supervises travel, leave and working hours of U. S. Probation Officers.
- ▶ Conducts staff meetings, individual conferences, and unit meetings for purposes of training, providing casework assistance to officers, and keeping officers informed of policies and procedures.
- ▶ Participates as a member of a management team in the organization and management of the office, and in the establishment of policies, programs, and procedures for the overall work of the office.

- ▶ Identifies training needs, conducts training, and participates in the selection of candidates for vacant positions and for promotions. Participates in the orientation process for new officers and support staff, and assists with ongoing training and staff development.

**JOB REQUIREMENTS:** Broad knowledge of the criminal justice system and thorough knowledge of federal probation, pretrial services, and parole legal requirements, policies and procedures. Ability to communicate effectively, in writing and orally, with staff and with persons such as judicial officers, attorneys, and law enforcement personnel. Able to communicate effectively with persons of varying backgrounds, their families and others in the community, to explain the role and function of the U.S. Probation Office and the U.S. District Court. Ability to conduct training and provide consultation. Ability to work under deadlines, to organize workload effectively, and to act as a team leader. Possess a service viewpoint recognizing the need for contributions to the local and national systems; a strong work ethic and integrity; and a commitment to continuing education and following the vision of the U.S. Probation System and its Charter for Excellence.

**QUALIFICATIONS:**

**Required Education:**

Completion of a bachelor’s degree from an accredited college or university, preferably in a field related to criminology, psychology, sociology, human relations or public administration. This provides evidence of the ability to apply theoretical and practical knowledge in a professional field, and the capacity to understand and apply the legal requirements and human relations skills necessary for this position.

**Specialized Experience:**

To qualify for this position, the candidate must meet the job qualification standards applicable to positions for the highest level of work effectively supervised. The specialized work experience must include progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in dealing with others in person-to-person working relationships; the ability to exercise mature judgment; and, a knowledge of the basic concepts, theories and principles of management, as applied to the U.S. Probation & Pretrial Services Office. Completion of a Master’s degree in a field of study closely related to the position, or a Juris Doctor degree equates to two years of specialized experience (*Human Resources Manual*, January 1998, Court Services Branch, Administrative Office). Participation in the FJC’s Leadership Development Program, or the Foundations of Management Program, is preferred.

CL-29	To qualify at the CL-29 level, the applicant must possess a minimum of three years of specialized experience, including at least one year as a CL-28 Probation/Pretrial Services officer in the U.S. Courts.
CL-30	To qualify at the CL-30 level, the applicant must possess a minimum of three years of specialized experience, including at least one year as a CL-29 Probation/Pretrial Services officer in the U.S. Courts.

## **CONDITIONS OF EMPLOYMENT:**

Applicants must be a United States Citizen or eligible to work in the United States.

The United States Probation and Pretrial Services Office requires employees to adhere to the Code of Conduct for Judicial Employees.

Federal Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause.

Applicants selected for the position will be subject to a background check, which includes criminal history, fingerprint and credit and must be approved by the Chief United States Probation Officer.

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

Disclosure and verification of Coronavirus 2019 (COVID-19) vaccination status. Vaccination is required for all employees of the United States District Court in the District of Delaware.

## **APPLICATION PROCESS:**

To apply for this position, applicants must submit:

A cover letter, including a narrative statement addressing the three factors listed below. Each factor should be addressed separately.

- 1) Describe your qualifications, skills and abilities that are relevant to the position of Supervising U.S. Probation Officer.
- 2) Describe how you would envision the role of the Supervising U.S. Probation Officer. Include duties and/or initiatives you would like to incorporate into this position.
- 3) Leadership initiatives you have undertaken or other projects completed which demonstrate these qualities and how your skills match the requirements of the position.
- Your resume.
- The names and contact information for three references.

Please visit the U.S. Courts website at [www.uscourts.gov/forms/AO078.pdf](http://www.uscourts.gov/forms/AO078.pdf) to obtain a judicial application form.

To be considered for this position, the completed judicial application (AO078), a cover letter, current resume and copies of the last two performance evaluations are required. For priority, the package must be received in the Wilmington, Delaware office by 5:00 P.M. on July 21, 2022 as a single PDF document. ***Handwritten or incomplete applications will not be considered, returned, or retained.***

Applicants are required to submit their complete application packages via email to: [DEHR@dep.uscourts.gov](mailto:DEHR@dep.uscourts.gov).

Employees of the U.S. Probation & Pretrial Services are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay, i.e., Direct Deposit.

**OTHER IMPORTANT INFORMATION:**

All qualified applicants who have submitted the required application documents before the selection is made will be considered.

Applicants selected for an interview must travel at their own expense and relocation expenses will not be reimbursed. However, depending on Pandemic travel restrictions, interviews may be conducted virtually. Details will be provided if you are selected for an interview.

Due to the volume of applications received, the probation office will communicate with only those individuals who will be interviewed. If you are not contacted, another candidate was invited for an interview.

The U.S. Probation and Pretrial Services office reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, either of which action may occur without prior written notice or other notice.

**EQUAL OPPORTUNITY EMPLOYER**