



United States District Court for the Eastern District of Washington

VACANCY ANNOUNCEMENT 2025-1 Chief U.S. Probation/Pretrial Services Officer

The United States District Court for the Eastern District of Washington is accepting applications for the full-time, permanent position of Chief U.S. Probation/Pretrial Services Officer.

Position: Chief U.S. Probation/Pretrial Services Officer
Salary Range: JSP 15 to JSP 17 - \$147,244 - \$229,692 (Spokane Pay Table)
\$146,481 - \$228,501 (RUS Pay Table)
Duty Station: Spokane, Richland, or Yakima, Washington
Opening Date: March 3, 2025 (Amended)
Closing Date: June 1, 2025 or until filled

POSITION OVERVIEW:

The Chief Probation/Pretrial Services Officer is the court unit executive responsible to the U.S. District Court, the Judicial Conference of the United States, the Administrative Office of the U.S. Courts, and the U.S. Parole Commission, for the administration and management of pretrial, probation, and parole services within the judicial district of appointment. The position is under the administration and direction of the Chief Judge of the U.S. District Court. The selectee will assume full responsibility as the Chief U.S. Probation/Pretrial Services Officer upon retirement of the current incumbent, which is expected no later than November 30, 2025.

The Eastern District of Washington geographically consists of 20 counties covering approximately 42,000 square miles with staffed courthouses in three locations: Spokane, Yakima, and Richland. The probation office's headquarters is in Spokane, Washington, with divisional offices in Yakima and Richland. The Court has four active district judges, four senior district judges, and two full-time magistrate judges.

REPRESENTATIVE DUTIES:

The Chief U.S. Probation/Pretrial Officer has a variety of administrative and operational duties that include, but are not limited to, the following:

- Organize and manage the Probation/Pretrial Services Office to ensure expeditious handling of investigative work for the Courts, institutions, and parole authorities, including effective case supervision of pretrial defendants and persons placed on probation, supervised release, or parole.
- Review, analyze, and interpret statutory, Judicial Conference, and parole Commission requirement for the administration of probation/pretrial services; implement Administrative Office requirements for administration of probation/pretrial services; promulgate policies, procedures, and guidelines necessary to meet these requirements.
- Maintain administrative liaison with the Court to include promulgating policies, procedures, and guidelines to meet the unique needs of the Court, along with meeting national standards to ensure an appropriate level of service delivery; coordinate closely with the District Court Executive to ensure optimum performance of administrative services for the Court as a whole.
- Select and recommend officer candidates for appointment by the U.S. District Court and appoint all other non-officer personnel; keep the court informed of personnel matters including promotions, salary increases, disciplinary actions, and recommendations for dismissals; determine all personnel are carefully selected and adequately trained; and systematically evaluate the work of all subordinates.
- Manage the staff of the office, including all clerical, professional, supervisory, and administrative personnel; provide qualitative and quantitative measures of work performance; and assure accountability with performance of duty.
- Prepare the operating budget and make estimates of personnel, space allocation, and operating requirements; approve requisitions; certify vouchers for payment; and maintain appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.

- Establish and administer continuing in-service training programs to ensure high-quality service delivery through staff development.
- Solicit contracts for carrying out the probation/pretrial service functions, including mental health and substance abuse treatment.
- Maintain an effective system of communication at all levels, delegate decision-making responsibility at appropriate levels.
- 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 including federal, state, and local law enforcement, correctional, and community and social services agencies. Monitor community events and issues with special attention to alleviating hazardous office and field incidents.
- Promote and maintain conditions that encourage a safe working environment, staff loyalty, enthusiasm, and morale. Administer and oversee the district firearms and officer response tactics and administer safety programs with special attention to preventing hazardous field incidents.
- Occasionally, and when necessary, perform the duties of a probation or pretrial services officer or a supervising officer.
- Occasional overnight travel to Court locations in Spokane, Richland, and/or Yakima is required, depending on where the incumbent is stationed.

MINIMUM QUALIFICATIONS/EXPERIENCE:

To qualify for the position of Chief Probation/Pretrial Services Officer at the JSP-15 or 16, a person must have 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.

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

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

Specialized Experience:

- Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in a community correction, probation and/or pretrial program is required.
- Experience as a police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, 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 Human Resources functions, and long and short-term planning.
 - Possible titles indicative of this experience outside the Judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments, 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, assistant deputy chief probation office, or assistant deputy chief pretrial services officer.

PREFERRED QUALIFICATIONS/SKILL/EXPERIENCE:

- Exceptional leadership skills, be a motivator, maintain a professional demeanor at all times, and have integrity beyond reproach.
- More than five years of experience as a U.S. Probation officer with experience as both a U.S. Probation Supervision and Presentence Investigation Officer.
- More than five years management experience within the U.S. Probation and Pretrial Services system.
- Knowledge of the U.S. Sentencing Guidelines, U.S. Probation supervision policies, and applicable statutes.

- Experience with Evidence Based Practices and re-entry initiatives in a professional community-based corrections environment.
- A record of displaying good judgment and problem-solving skills within innovative solutions to workplace problems including employee relations issues.
- Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Excellent organizational skills with ability to balance the demands of varying workload responsibilities and deadlines, and be a facilitator of change, supporting and leading major change initiatives.
- Ability to build good working relationships with peers, subordinates, and superiors.
- Significant policy and procedural management experience.
- Ability to demonstrate a solid understanding of the requirements necessary to manage employees working in budget, procurement, IT, human resources, and other administrative functions.

BENEFITS:

Employees of the United States District Court serve under “excepted appointments” and are considered “at will” employees. Federal Government Civil Service classifications or regulations do not apply. The Federal benefit package includes:

- Eleven paid federal holidays
- Paid annual leave in the amount of 13 days per year for the first 3 years, 20 days per year after 3 years, and 26 days per year after 15 years
- Paid sick leave in the amount of 13 days per year, converted to time in service for retirement benefits
- Flexible work schedule
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE)
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions
- Health benefits under the Federal Employees Health Benefit Program (FEHB)
- Dental and Vision benefits under the Federal Employees Dental and Vision Program (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Federal Long-Term Care Insurance Program (FLTCIP)
- Employee Assistance Program (EAP)/Work Life Services
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, in determining leave accrual and retirement benefits.
- Public Service Loan Forgiveness Program

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

CONDITIONS OF EMPLOYMENT:

As a federal law enforcement position, there is a maximum age requirement. 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 age 37 or over who have previous federal law enforcement officer experience and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine eligibility. Retirement is mandatory at age 57.

This is an **executive, high-sensitive position** within the Judiciary. Selected candidates will be invited to participate in an interview. The final selected candidate may undergo a full-field background investigation, a medical examination, and drug screening. The selected candidate will be subject to credit, employment, fingerprint, and criminal history background checks and subsequent favorable suitability determination as a condition of employment. Additionally, the incumbent will be subject to random drug screening and updated background investigations every five years.

Applicants must be United States citizens or eligible to work in the United States and meet age and physical standards established by provisions for law enforcement personnel. *For more detailed information on suitability requirement, please go to: [U.S. Probation & Pretrial Services Employment Suitability Requirements](#)*

Employees are required to adhere to the Code Conduct for Judicial Employees, which is available to applicants to

review upon request.

The Federal Financial Management Reform Act requires employees direct deposit their federal wages.

APPLICATION PROCEDURES:

Qualified applicants must submit their application package as **one PDF.**, to include the following:

- a **cover letter** of interest and narrative statement that addresses qualifications, relevant experience, management style and leadership philosophy,
- an official college transcript from all colleges where a degree was granted,
- a current **resume** detailing education, work experience, and contact information for five (5) professional references, **and**
- a completed **Application for Judicial Branch Employment** (Form AO 78) available on the court's website (www.waed.uscourts.gov)

Complete application packages may be submitted electronically to: hr@waed.uscourts.gov

(Please include your name and Vacancy Announcement 2025-1 in the subject line.)

Incomplete packets will not be considered. Inquiries may be directed to Angie Swan in Human Resources at (509) 742-6330.

Interviews will be granted to the most qualified applicants. Travel reimbursement in connection with interviews is not authorized. Relocation expenses may be reimbursed at the discretion of the Court.

The U.S. District Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement without prior notice.

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