



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON
U.S. PROBATION/PRETRIAL SERVICES OFFICE**

VACANCY ANNOUNCEMENT

WAEP 2025-3

**DEPUTY CHIEF U.S. PROBATION/PRETRIAL
SERVICES OFFICER
TYPE II**

Salary Range: JSP 14 to JSP 16: \$125,180 to \$207,500 (Spokane Pay Table)
\$124,531 to \$207,500 (RUS Pay Table)
Duty Station: Spokane, Richland or Yakima, Washington
Opening Date: September 2, 2025
Closing Date: September 30, 2025, or until filled

POSITION OVERVIEW

The U.S. District Court for the Eastern District of Washington seeks a highly proficient and organized Deputy Chief U.S. Probation Officer Type II to carry out the mission of the district and U.S. Probation/Pretrial Services Office. This skilled professional will lead, motivate, direct, and assist the Chief U.S. Probation Officer in all areas of administration and management of the U.S. Probation/Pretrial Services Office. The Deputy Chief will perform a full range of high-level administrative, functional and supervisory work which encompasses the investigation and supervision of offenders/defendants. The incumbent will report directly to the Chief U.S. Probation Officer, and will be subject to random drug screening, as well as updated background investigations. The ideal candidate will have a thorough knowledge of the Federal Probation and Pretrial Services system and possess management experience. The successful candidate must be able to maintain a professional demeanor, work harmoniously with others, observe ethical standards, and treat all persons courteously and without bias. The selectee will assume full responsibility as the Deputy Chief U.S. Probation/Pretrial Services Officer upon retirement of the current incumbent, which is expected no later than December 31, 2025.

The Eastern District of Washington geographically consists of 20 counties covering approximately 42,000 square miles. The probation office's headquarters is in Spokane, Washington, with divisional offices in Yakima and Richland, Washington.

REPRESENTATIVE DUTIES

In assisting the Chief U.S. Probation Officer in the administration and management of the U. S. Probation/Pretrial Services Office, the Deputy Chief Probation Officer will perform duties and responsibilities such as, but not limited to, the following:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the Court, institutions, and parole authorities, and the effective supervision of defendants and offenders.

- Ensures statutes, monographs, guidelines, case law, and rules pertaining to pretrial and presentence investigation, and supervision of defendants and offenders are applied and adhered to appropriately.
- Assists the Chief U.S. Probation Officer in the formulation, implementation, and modification of probation and pretrial services policies and procedures in the district.
- Assists in the selection of officer, administrative, and support staff personnel for appointment.
- Manages, develops and mentors staff, including establishing standards, evaluating performance, and handling disciplinary actions, paying particular attention to staff travel, leave and scheduling of work hours.
- Monitors the supervision of services provided to defendants and offenders. Oversees supervision of staff and related work specialty programming, such as location monitoring, drug and alcohol treatment, and officer safety.
- Assists the Chief U.S. Probation Officer with making operational decisions, including allocating resources, developing policies and strategies, and researching and initiating new programs.
- Assists the Chief U.S. Probation Officer in review of budget allocations, supervision issues, and policy developments.
- Monitors and oversees performance reviews for quality control purposes of the supervision and presentence units.
- Assists in establishing and maintaining cooperative relationships with other U.S. Probation and Pretrial Services Offices, and with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, social service agencies, and the private sector.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures. Facilitates, mediates, and negotiates complex and sensitive matters with judges, managers, unit executives, and staff.
- Assists in identifying training needs within the district.
- Communicates clearly and effectively, both orally and in writing. Participates in public relations that explain pretrial, presentence, probation, post-conviction, parole and other correctional services.
- Demonstrates ability to work in a collaborative manner with supervisors, team leaders, and management staff.
- Assists in conducting internal investigations of personnel matters as required by the Chief U.S. Probation Officer.
- Conducts staff meetings and communicates operational status and relevant information to supervisors and staff.
- Travels to court unit locations to assess and evaluate operational activities as necessary.
- Performs reviews for quality control purposes of the pretrial, presentence, and supervision units, and performs annual internal office audits, or as directed by the Chief U.S. Probation Officer.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Assists in managing the development and implementation of the safety program for officers and non-officers.

- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- Complies with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrates sound ethics and mature judgment at all times. Handles confidential information in a careful and deliberate manner.
- May perform the duties of a probation or pretrial services officer or supervising probation or pretrial services officer, as necessary.
- Performs related duties as required by the Court and/or the Chief U.S. Probation Officer.

MINIMUM QUALIFICATIONS/EXPERIENCE

To qualify for a position of Deputy Chief Probation Officer Type II at JSP-14, 15, or 16, a person must possess the following years of progressively responsible specialized experience earned after the bachelor's degree has been issued.

JSP Grade Level	Years of Specialized Experience
14	6
15	7
16	7

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, does not meet requirements of specialized experience.

Education 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.

Note: A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

PREFERRED QUALIFICATIONS/SKILLS/EXPERIENCE

- Possess exceptional leadership skills, be a motivator, maintain a professional demeanor at all times, and have integrity beyond reproach.
- Possess a record of displaying mature judgment and problem-solving skills with innovative solution to workplace problems, as well as employee relations issues.

- Possess 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.
- Possess ability to build good partnerships and teamwork with peers, subordinates, and superiors.
- Possess significant policy and procedural management experience.
- Possess 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. Judicial employees are entitled to the same benefits as other federal government employees as described at <https://www.uscourts.gov/careers/benefits>, which include:

- 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.
- Eleven paid holidays per year.
- Participation in a retirement program and the Thrift Savings Plan (similar to 401K), with matching contributions.
- Probation/Pretrial Services officers participate in the Federal Law Enforcement Hazardous Duty Retirement program.
- Optional participation in a federal health insurance plan on pre-tax basis.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program and dental and vision programs.
- Optional participation in the flexible spending account program for unreimbursed medical and/or dependent care expenses on a pre-tax basis.
- 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

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](#)

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

APPLICATION PROCEDURES

Qualified applicants are invited to apply by submitting the following as one document in PDF format:

- a 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, knowledge, skills and abilities,
- contact information for three (3) 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 WAEP 2025-3 in the subject line.)

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

To view the complete vacancy announcement and download the Federal Judicial Branch Application for Employment form visit U.S. District Court's public web site at: <http://www.waed.uscourts.gov> under the U.S. Probation Office tab/Employment Opportunities.

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 United States Probation/Pretrial Services Office reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

***The United States District Court for the Eastern District of Washington
is an Equal Opportunity Employer***