



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

**VACANCY ANNOUNCEMENT**

**WAEP 2025-4**

**SUPERVISORY UNITED STATES  
PROBATION/PRETRIAL SERVICES OFFICER  
(PRESENTENCE)**

<b>Salary Range:</b>	CL 29 to CL 30:	\$84,724 to \$162,754 (Spokane Pay Table) \$84,284 to \$161,910 (RUS Pay Table)
<b>Duty Station:</b>	Spokane, Richland or Yakima, Washington	
<b>Opening Date:</b>	September 2, 2025	
<b>Closing Date:</b>	September 30, 2025, or until filled	

**POSITION OVERVIEW**

The U.S. Probation/Pretrial Services Office is accepting applications for the position of Supervisory U.S. Probation/Pretrial Services Officer (SUSPO). This position has promotion potential (CL29 to CL30) without further competition. The incumbent selected for this SUSPO position will provide front-line supervision and direction for employees assigned to the pretrial/presentence units within the Eastern District of Washington, as well as participate in the development and implementation of units and office-wide policies and procedures.

A SUSPO performs supervisory work related to the full range of probation or pretrial services officer law enforcement duties. The incumbent leads by example and demonstrates mature judgment, technical excellence, policy execution, staff development, and maintains a service-based viewpoint. The incumbent shall be knowledgeable in the full range of operations, and services to the Court and public. The duties of this position may include retaining line officer responsibilities along with supervisory duties. This position requires integrity, initiative, teamwork, creativity, flexibility, dedication and loyalty to the district's mission. The SUSPO serves as a member of the management team and must be committed to lifetime learning and performing as a self-starter as he/she acquires the knowledge, skills, and abilities to fulfill this position.

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. Probation/Pretrial Services officers serve in a judiciary law enforcement capacity and serve under the direction of the Administrative Office of the United States Courts.

**REPRESENTATIVE DUTIES**

- Maintains an expert knowledge of federal statutes, sentencing guidelines, and relevant case law.

- Provides leadership and structure for the assigned unit, communicating and implementing relevant policies and procedures necessary under administrative and statutory requirements to ensure the quality of services meets the Court's and agency standards.
- Assigns and monitors investigations, supervision, and other case work assigned to officers in the unit.
- Reviews and evaluates all work in the unit including pretrial/presentence investigation reports, case records, and correspondence to ensure maintenance of service delivery and adherence to existing policies, procedures, and guidelines.
- Confers regularly with officers and specialists providing direction and assistance improving investigative, research, writing, and oral skills.
- Assists officers in the application of federal sentencing guidelines and sentencing law, as well as the principles of evidence-based practices.
- Provides leadership in the development and utilization of community resources, and the application of professionally-sound case management principles.
- Assists officers in objective investigative evaluation and decision making for detention and sentencing recommendations to the Court.
- Assures continuing staff development by planning and implementing orientation and in-service training, holds individual staff conferences, mentors and monitors staff and develops increasing levels of responsibility in assignments.
- Conducts meaningful and consistent staff meetings.
- Assumes the responsibility for case handling in the absence of an officer.
- Evaluates the performance and professional development of officers in the unit on a systematic and regular basis.
- Maintains equity among subordinates in terms of performance standards and work performed.
- Provides a link between line staff and the management team, assuring implementation of administrative direction while concurrently providing information to the Chief U.S. Probation Officer for future administrative action.
- Effectively identifies performance and/or operational strengths and weaknesses and develops appropriate solutions for identified weaknesses.
- Participates in the development and/or revision of policies, procedures, and programs, initiates new ideas and recommends course of action for implementation, with goal to increase the effectiveness of the office.
- Remains current on relevant research, case law, guidelines, techniques and skills, focusing on the outcome.
- Supervises field travel, reviews and approves travel vouchers, and audits appropriate travel vouchers to case files and/or investigative work for accuracy.
- Participates in selection of candidates for vacant positions.
- Assists with interoffice problems encouraging staff toward resolution, accomplishes disciplinary action when required. Shares with other managers the responsibility of promoting staff morale, encouraging loyalty, interest, and enthusiasm.
- Maintains a supportive atmosphere and encourages a positive and constructive approach to assure best staff utilization, balanced workload and utilization of available resources.
- Develops cooperative relationships with law enforcement, community service agencies, the U.S. Attorney's Office, court chambers, etc.

- Maintains knowledge of office equipment, databases and software, and encourages example and implementation of innovative techniques for cost effective and time saving productivity;
- May retain line officer responsibilities along with supervisory duties.
- Certifies staff's time and attendance as the leave approving authority for the unit.
- Champions and manages change.
- Travels as needed to divisional offices and other destinations for work-related reasons.
- 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.
- Performs related duties as required/assigned by the Chief U.S. Probation Officer.

### **MINIMUM QUALIFICATIONS/EXPERIENCE**

**For CL 29:** Candidate 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.

**For CL 30:** Candidate must possess a minimum of three years of specialized experience as a U.S. Probation/Pretrial Services Officer, including at least one year at the CL-29 level.

### **Specialized Experience**

Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment coupled with progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management, and the ability to understand the managerial policies applicable to the U.S. Probation Office. Experience as a police, custodial, or security officer, other than with any criminal investigative experience, is not creditable.

### **Educational Requirements**

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position and is required for all probation officer positions.

### **PREFERRED QUALIFICATIONS/SKILLS/EXPERIENCE**

- Experience as a U.S. Probation Officer in both the pretrial/presentence investigation and supervision disciplines.
- Excellent verbal and written communication skills.
- Strong leadership and management skills, experience, education, and training relevant to probation/pretrial services office operations.
- Thorough knowledge of the basic concepts, principles, and theories of management.
- Involvement through active committee membership or special assignment.
- Commitment to continuous professional development.

## **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.

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,
- a current resume detailing education, work experience, knowledge, skills and abilities,
- a recent performance evaluation if conducted,
- an official college transcript from all colleges where a degree was granted,
- 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](http://www.waed.uscourts.gov)).

Complete application packages may be submitted electronically to:

[HR@waed.uscourts.gov](mailto:HR@waed.uscourts.gov)

(Please include your name and Vacancy Announcement WAEP 2025-4 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.

Applicants invited to interview must travel at their own expense, and relocation expenses are not authorized.

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*