



***U.S. Probation and Pretrial Services Office
for the
Western District of Pennsylvania***



Vacancy Announcement #26-01

Assistant Deputy Chief U.S. Probation Officer

Location: Pittsburgh, PA

CL 31 (\$122,347 - \$197,200) Pay Table PIT

Starting salary will be based on qualifications and experience.

Opening Date: January 21, 2026

Closing Date: February 13, 2026

The U.S. Probation Office for the Western District of Pennsylvania is accepting applications from qualified federal probation or pretrial services officers for the open position Assistant Deputy Chief U.S. Probation Officer. This position will be based in the Pittsburgh office.

Probation and Pretrial Services Office:

The Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania is seeking an Assistant Deputy Chief U.S. Probation Officer located in the Pittsburgh office. The incumbent is responsible for assisting the Chief U.S. Probation Officer (CUSPO) and the Deputy Chief U.S. Probation Officer (DCUSPO) in the administration and management of all probation services within the district. Responsibilities include the coordination of work assignments to all units; the management review of all completed presentence investigation reports, written communication to the Court, and monthly caseload list forms; serving as the resource person for supervisors regarding sentencing guideline and supervision issues; and assisting in the development and implementation of appropriate policies, procedures, guidelines, and standards.

The Probation Office for the United States District Court for the Western District of Pennsylvania provides services to 14 U.S. District Judges and 6 U.S. Magistrate Judges, and covers 25 counties in western Pennsylvania. The Probation Office headquarters is located in the U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA 15219. There are two divisional offices, Erie and Johnstown. This vacancy is in the Pittsburgh office. Our office consists of a total staff complement of 80 full-time employees.

Mission Statement

We believe everyone can experience meaningful change and personal growth. In our service to the Court and to the public, we use best practices to promote positive outcomes and create safer communities.

Representative Duties:

- Assists the Chief and Deputy Chief Probation Officers in promoting and maintaining effective internal communication, high levels of staff engagement and other conditions which encourage staff loyalty, enthusiasm, and morale.
- Assists the Chief and Deputy Chief Probation Officers in the formulation, implementation, and modification of probation and pretrial services policies in the district, including those pertaining to location monitoring, computer monitoring, surveillance, and supervision of sex offenders.
- Oversees the functions within the post-conviction unit and any required divisional offices. Incumbent will review monthly and quarterly reports to identify problems, trends, and other issues.
- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers and parolees.
- Assists in conducting internal investigations of personnel matters as required by the Chief and Deputy Chief U.S. Probation Officers.
- Assists in the selection and appointment of professional and support personnel.

- Manages, develops, and mentors supervisory officers and specialists including establishing standards, evaluating performance, handling disciplinary actions, and recommending new hires, personnel actions, and terminations.
- Participate in systematic analysis of performance for all staff and training of new supervisors.
- Supervises office staff, including support, professional, supervisory, and administrative personnel; pays particular attention to travel, leave, and work schedules.
- Assists in estimating personnel, space allocation, travel expenses, and purchase of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with other Probation Offices to assure requests for assistance from other districts are met promptly and effectively.
- Assists in identifying training needs within the district then develops and implements plans to address those needs.
- Travels to field offices to ensure consistency in work product and working environments.
- Participates and assists in promoting quality management including performance measures.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Complies with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrates sound ethics and good judgment at all times. Handles confidential information in a careful and deliberate manner.
- Fosters teamwork and collaboration among supervisors and staff to achieve common goals. Assists in promoting and maintaining office culture and conditions that encourage staff loyalty, teamwork, enthusiasm, diversity and inclusion, and morale.
- Perform the duties of a probation officer, pretrial services officer or supervising probation officer, as needed.
- Performs related duties as required by the Chief U.S. Probation Officer, Deputy Chief U.S. Probation Officer, and the Court.

Qualifications:

To qualify for the position of Assistant Deputy Chief Probation Officer, an applicant must possess one year of supervisory experience. A bachelor's degree from an accredited college or university. In addition, the applicant must have a minimum of four years of specialized work experience that must have included progressive responsible administrative, technical, professional, supervisory, or managerial experience.

Specialized Experience:

- Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community corrections or pretrial programs is required. Experience in closely allied fields, such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience.
- Note: a degree which 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.

Court Preferred Skills:

The following qualification, skills, and experience are strongly preferred, but not required:

- A graduate degree in a closely related field from an accredited university.
- Two years of management experience in developing, implementing, administering, and evaluating comprehensive results-oriented evidence-based programs, practices, and policies.
- Project management experience with the ability to lead major change initiatives and multiple projects simultaneously with limited supervision.

- Thorough understanding of PACTS and DSS and demonstrate how he or she has used PACTS and DSS reports to formulate solutions to problems. Further, he or she must demonstrate how data has been used to access trends and ensure evidence-based practices within their respective discipline (i.e., Pretrial Services, Presentence, and/or Post-Conviction).

Candidates must also demonstrate:

- Skill and experience in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, influence decision makers, and strive for high level achievement.
- Demonstrate the ability to develop interpersonal work relationships needed to lead a team or employees.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards.
- Ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.
- Thorough knowledge of the basic concepts, principles, and theories of management and ability to understand the managerial policies applicable to the judiciary unity involved.
- Excellent organizational and time management skills with the ability to balance the demands of varying workload responsibilities and deadlines.
- Ability to create an organizational community that supports, values, and develops members of the organization.

Benefits:

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, optional long-term care and long-term disability, optional vision, optional dental, annual/sick leave, federal holidays and periodic salary increases.

Conditions of Employment

- Law enforcement officers are covered by the special retirement provisions of the Hazardous Duty Act. Retirement is mandatory at age 57 with 20 years of service due to the physical requirements of the position. First-time appointees to the position must not have reached their 37th birthday at the time of appointment.
- Law Enforcement Officers of the United States Courts serve under “Excepted Appointments” and may be removed only for cause.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in 8 U.S.C. § 1324b(a)(3)(B).
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.
- An FBI records check is required for all individuals appointed to positions in the Probation Office.
- The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- As a condition of employment, the selectee must successfully complete a background investigation, which includes a credit bureau check. In addition, the incumbent will be subject to random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.
- All information is subject to verification and background investigation.

How to Apply:

Applicants who meet all qualifications must submit the following items online: <https://www.pawp.uscourts.gov/careers>.

- A cover letter of no more than one page, detailing your reason for applying for this position.
- Submission of an essay addressing the following: Explain your approach to motivating staff and fostering professional growth through coaching and feedback. Include examples from your current or most relevant role(s) that demonstrate your ability to address performance challenges while maintaining engagement and accountability.
- A chronological resume.
- A Federal Judicial Branch Application for Employment (AO 78).
- Two most recent performance evaluations.

Application forms are available on the Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania website at <https://www.pawp.uscourts.gov/careers> fillable format. Please type or print all information and sign and date forms where indicated. Incomplete packets will not be considered. Applications received after the closing date may not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

Due to the volume of applications, the U.S. Probation office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.

Disclosures:

- Only the most qualified applicants will be invited to a personal interview.
- Reimbursement for travel and expenses for interview or relocation is not authorized.
- A valid driver's license is required to conduct work.
- This office may contact references for top candidates and may contact former employers.
- The federal judiciary is an Equal Employment Opportunity employer.