



***Notice of Career Opportunity***  
***U.S. Probation and Pretrial Services Office***  
***Western District of Pennsylvania***



**Position Title:** Supervisory U.S. Probation Officer  
**Vacancy Number:** 26-05  
**Opening Date:** March 3, 2026  
**Closing Date:** March 22, 2026 at 11:59PM EST  
**Duty Station:** Erie, PA  
**Appointment Type:** Permanent  
**Salary Range:** CL 29 (\$85,141 starting – \$138,380 ending) Table RUS  
CL 30 (\$100,604 starting – \$163,535 ending) Table RUS

\*Salary range is dependent upon experience, qualifications, and current compensation. Promotion potential at the discretion of the Chief U.S. Probation Officer without further competition. Salary matching not guaranteed.

The U.S. Probation Office for the Western District of Pennsylvania is accepting applications for a Supervisory U.S. Probation Officer position from current federal probation officers or pretrial services. The position will be based in the Erie office. The incumbent of this position may be required to supervise officers of different units.

### **Probation and Pretrial Services Office**

The Western District of Pennsylvania's jurisdiction encompasses the 25 western counties of Pennsylvania. The U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania provides services to the Court, the community, and people under supervision. The probation office has over 80 employees including probation officers and administrative support positions. The Probation Office headquarters is located within the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA, and divisional offices are located in Erie and Johnstown.

### **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.

### **About the Position**

The Supervisory U.S. Probation Officer reports to the Assistant Deputy Chief Probation Officer, the Deputy Chief Probation Officer or the Chief Probation Officer.

The U.S. Probation Office for the Western District of Pennsylvania is seeking an accomplished and self-motivated individual with excellent interpersonal skills and strong work-ethic for the position of Supervisory U.S. Probation Officer in **Erie, Pennsylvania**. In this role, high importance is placed on

an individual who will embrace our mission and commit themselves to and believe in our vision of working together creatively to transform lives, enhancing the safety of our community. The successful individual must be able to thrive in an environment that promotes teamwork and professional enrichment where we commit to the worth and dignity of all people, defending their right to be treated with fairness and respect, and believing that all people are capable of positive change through the use of evidence-based practices.

### **Representative Duties**

The incumbent will maintain regular supervisory responsibilities, including daily administrative and technical supervision of a unit of probation officers and probation officer specialists.

- Supervises probation officers, technical, and support staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions.
- Assesses and documents an officer's performance against established goals and objectives within specific rating periods.
- Participates in making recommendations of personnel actions such as work improvement plans, grievances, promotions, and other human resources functions to the Assistant Deputy Chief, Deputy Chief, or Chief Probation Officer.
- Confers regularly with staff to provide direction and assistance in case situations and with general operational procedure.
- Receives, prioritizes, and assigns work to staff, ensuring that work is assigned fairly and equitably. Establishes schedules and deadlines for completion of work.
- Reviews and edits written work, including case plans, correspondence, and reports submitted to the court. Ensures that recommendations made by officers to the court adhere to local and national policy guidelines.
- Ensures adequate coverage for office activities, court appearances, etc.
- Develops recommendations and advises the court on appropriate issues.
- Assists senior managers in the formulation and modification of office management policies.
- Advises, trains, and makes recommendations to other U.S. Probation Officers, the court, and other individuals, regarding treatment issues, monitoring, and course of action.
- Communicates and responds to management requests regarding case operations. Answers procedural questions for judges, staff, and the public.
- Provides customer service and resolves difficulties while complying with regulations, rules, and procedures. Abides by the Code of Conduct for Judicial Employees and court confidentiality requirements.
- Performs all duties of a probation officer, including investigating and/or supervising offenders/ defendants.
- Serves as a resource officer for officers and other staff to assist with performing work successfully and efficiently.
- Develops and implements training programs for officers and staff.
- Provides training and orientation for new staff members.
- Regularly evaluates the work performance of probation officers in the unit in an objective, consistent, fair, constructive, and timely manner.
- Monitors time and attendance, evaluates and approves leave requests.
- Responsible for positive staff relationships and morale within the unit, encouraging and promoting employee engagement, pride, and enthusiasm. Fosters a positive, participatory work

- environment and values diversity.
- Travel may be required.
- Perform other duties as required or assigned by the CUSPO, DCUSPO, or ADCUSPO.

### **Mandatory Qualifications**

#### **Minimum Required Education and Experience**

To qualify for a supervisory position, an individual must possess a bachelor’s degree from an accredited college or university in a related field of study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

#### **Specialized Experience**

In addition, the applicant must possess a **minimum of three (3) years** of specialized work experience (defined below), including at least one year as a probation/pretrial services officer in the U.S. Courts. Progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain:

- 1) skills in developing the interpersonal work relationship needed to lead a team of employees;
- 2) ability to exercise mature judgment, and;
- 3) 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.

| <b>Classification Level</b> | <b>Years of Requirement</b>                                       |
|-----------------------------|---|
| 30                          | Three years Specialized Experience, including 1 year at the CL 29 |

Specialized Experience is progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. ***Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.***

### **Selective Factors**

In addition, the applicant must possess specific skills and/or experience that are essential to the job performance of a Supervisory U.S. Probation Officer.

- Demonstrates ability to effectively lead and motivate a team of professionals.
- Ability to exercise discretion, sound judgement, analyze situations, and determine appropriate solutions to problems.
- Ability to influence and negotiate individual and group decision-making.
- Ability to work under pressure with short deadlines while maintaining a positive and

professional demeanor.

- Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes offenders, law enforcement, collateral agency personnel at different government levels, and community service providers.
- Ability to handle confidential and sensitive information appropriately.

### **Preferred Qualifications/Court Preferred Skills**

- Master's Degree is preferred.
- Five years of specialized work experience
- Thorough knowledge of investigative, post-conviction, and pretrial techniques
- Extensive knowledge of management principles, practices, techniques, and evidence-based practices.
- Ability to be an effective problem-solver who can provide innovative solutions to workplace problems as well as employee relation issues.
- Experience in training staff on policy and procedural matters or other core issues.
- Skilled and knowledgeable about national initiatives impacting all disciplines within probation (i.e., Presentence, Post-conviction, and Pretrial Services).

### **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. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

### **How to Apply**

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

Please reference position #26-05

- A *Letter of Interest*, which includes a narrative addressing your qualifications, skill, and relevant experience. (max. one page);
- Detailed resume including education, previous employment, and salary history; and
- Your two most recent performance evaluations;
- Essay Submission: A narrative of how you would transition to the position, the leadership style(s) you would use to strengthen the unit, and how you envision your role in the district. (max. two pages); and
- Application for Judicial Employment (AO78) is available on our website.

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. Verification of employment, education, and reference checks will be made prior to any offer of employment.

## **Disclosures**

- Only the most qualified person(s) will be invited to a personal interview.
- Applicants must be United States Citizens or eligible to work in the United States.
- U.S. Probation reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.
- Qualified applicants selected may be administered a written test.
- Application materials must consist of the candidate's own original work and not composed through generative AI tools (such as ChatGPT).
- Reimbursement for travel and expenses is not authorized.
- A valid driver's license is required.
- This office may contact references and former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- This Court is an Equal Opportunity Employer