



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

POSITION TITLE:	Deputy Chief U.S. Probation Officer, Type II
ANNOUNCEMENT NUMBER:	26-07
LOCATION:	Dallas, Texas
OPEN DATE:	2/27/2026
CLOSING DATE:	Open until filled with preference given to those applying before 3/27/2026
STARTING SALARY:	\$136,736 - \$209,600 (Table DFW)

Open to current United States Probation and/or Pretrial Service Officers only. Lateral transfer requests will be considered for this position.

DISTRICT MISSION STATEMENT

We value each individual and their potential to change. As effective agents of that change, we provide excellent service to our clients and the courts, creating a safer community through the fair administration of justice. Our guiding principles are Dedication, Empowerment, Idealism, and Integrity.

DISTRICT SUMMARY

The United States Probation & Pretrial Services Office for the Northern District of Texas is a learning organization. We encourage each other to use our strengths to explore opportunities for meaningful personal, professional, and organizational growth. We expect, and support, team members to continue developing throughout their careers. We recognize that individuals have varying talents and passions, and we seek to match roles, responsibilities, and opportunities to individual strengths, while still meeting the mission of the organization. We believe that leadership is a shared responsibility of all team members, and we expect team members at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

This district is geographically one of the largest in the United States. We are a combined probation and pretrial services district, serving a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexico border. Our headquarters office is in Dallas in the Earle Cabell Federal Building. We also have offices located in the Federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock, and Amarillo. Texas is among the most tax-friendly states in the U.S. with residents enjoying no state income tax.

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POSITION OVERVIEW

The Northern District of Texas seeks a highly proficient and organized Deputy Chief U.S. Probation Officer Type II to carry out the mission of the U.S. Probation and Pretrial Services Office. This is a professional, executive position in which the selected candidate will lead, motivate, direct, and assist the Chief U.S. Probation Officer in all areas of management and leadership of the district. The Deputy Chief will perform a wide range of high-level administrative, functional, and supervisory work which encompass the investigation and supervision of defendants/persons under supervision, as well as operations of the office. The incumbent will report directly to and assist the Chief Probation Officer. The Deputy Chief is the "alter ego" of the Chief, and as such, a strong collaborative relationship is required. The ideal candidate will have a thorough knowledge of the Federal Probation and Pretrial Services system and possess extensive leadership experience. The incumbent will be required to frequently travel to divisional offices throughout the district.

In assisting the Chief U.S. Probation Officer in the administration and leadership of the district, the Deputy Chief Probation Officer will perform duties and responsibilities such as, but not limited to, the following:

- Assisting the Chief U.S. Probation Officer in the development and implementation of strategic goals and initiatives, including the formulation, implementation and monitoring of evidence-based policies and procedures.
- Assisting in establishing results oriented, evidence-based standards for leadership of office work products and service outputs. Monitoring statistical and DSS reports for the effectiveness of current operations. Performing team reviews for quality control purposes of supervision, pretrial and presentence units.
- Managing, developing, and mentoring staff, including establishing standards, evaluating performance, and handling disciplinary actions and terminations.
- Participating in the organization and leadership of the office to ensure expeditious investigative work for the Court, institutions and authorities, and the effective supervision of defendants and persons under supervision. Ensuring statutes, guidelines, case law and rules pertaining to pretrial and presentence investigation and supervision of defendants and persons under supervision is applied and adhered to appropriately, fairly, and consistently.
- Assisting in the selection of professional and administrative personnel for appointment.
- Managing administrative aspects of office operations and determine office needs, including personnel needs, space requirements, fiscal budget needs, etc. Assisting in estimating personnel, space allocation, travel expenses and training requirements. Assisting in certifying financial transactions for the district. Developing office policies pertaining to personnel management, succession and aggregate planning, efficiency and effectiveness, safety, and quality control.
- Assisting the Chief U.S. Probation Officer in policy development relating to pretrial, presentence and supervision issues.
- Assisting the Chief U.S. Probation Officer in making operational decisions, including allocating resources, developing policies and strategies, and researching and initiating new programs in support of our mission.
- Facilitating and overseeing conflict resolutions and coordinating cross-functional problem solving.
- Managing and assisting in handling performance or disciplinary actions. Assisting in conducting internal investigations of personnel matters as required by the Chief U.S. Probation Officer.
- Participating in public relations activities to explain pretrial, probation, parole and other correctional services to the community.

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- Participating with the Chief U.S. Probation Officer and Administrative Department on budget, procurement, space and facilities, finance, and human resources matters.
- Participating in systematic analysis of performance of all staff.
- Assisting in formulating, implementing, monitoring, and modifying organizational policy involving collaboration with judges and other court personnel. Assisting, leading, participating and/or collaborating in the development and implementation of judiciary-wide policies and procedures. Interpreting, applying, and ensuring compliance with *The Guide to Judiciary Policies and Procedures*.
- Assisting in promoting and maintaining conditions which encourage staff engagement, enthusiasm, and morale. Recommending and developing training programs and supporting training opportunities for staff; encouraging and supporting mentors to ensure continuous professional development and learning district wide.
- Complying with the Code of Conduct for judicial employees and court confidentiality requirements. Demonstrating integrity, sound ethics and mature judgment at all times. Handling confidential information in a careful and deliberate manner.
- Serving, as necessary, on national committees to develop resources for the District.
- Performing, as necessary, the duties of a pretrial, probation or supervisory officer.
- Functioning as Acting Chief Probation Officer in the Chief's absence.
- Performing other duties as required by the Court and/or the Chief U.S. Probation Officer.

CLASSIFICATION REQUIREMENTS

Qualified applicants must currently be an employee of the Federal Judiciary.

To qualify for the position of Deputy Chief U.S. Probation Officer Type II at JSP 14, 15, 16, or 17, the applicant must possess the following years of specialized experience. This includes completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, sociology, human relations or business, public administration, or another related field.

JSP Grade Level	Years of Required Specialized Experience
14	Six years
15	Seven years
16	Seven years
17	Seven years

SPECIALIZED EXPERIENCE

- Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required.

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- 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 the requirement 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 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.

COURT PREFERRED SKILLS, EDUCATION, AND EXPERIENCE

- An advanced degree in the fields listed previously under "classification requirements".
- A least one year of senior manager experience at or above the CL 31 level.
- At least five years of supervisory or managerial experience at or above the CL 30 level that provided an opportunity to gain a) skill in developing the interpersonal work relationships needed to lead a team of employees; b) the ability to exercise mature judgement; and c) thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit.
- Experience in budget development and financial management (including internal controls and internal audits). The selected candidate will be expected to obtain the certifications and training related to the AO's Contracting Officers Certification Program (COCP) or its equivalent within two months of appointment.
- Experience in staffing and human resources functions, long and short-range planning, and oversight of information technology
- Ability to think critically at a high level
- Demonstrated ability to make decisions from an organizational perspective
- Knowledge and demonstrated application of Evidence-Based Practices (EBP) in community supervision
- Ability to exercise mature judgment and maintain a professional appearance/presence
- Possess significant self-awareness, self-management, social awareness, and relationship management skills
- Demonstrated ability to work well with all levels of staff in a professional manner
- Excellent oral and written communication skills
- Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner
- Must have excellent time management skills, be detail oriented, and the ability to balance multiple tasks simultaneously and effectively
- Specialized experience must be earned after the receipt of the applicant's bachelor's degree

HOW TO APPLY

Applicants who meet the classification, minimum position, and hazardous duty requirements should:

1. Submit a cover letter explaining your interest in pursuing this position, how your experience relates to the stated duties and responsibilities, and why you are the most qualified applicant (two-page limit).
2. Submit a resume (two-page limit) citing professional management experience and educational background, including experience in each of the three disciplines (Post-Conviction Supervision, Pretrial Services, and Presentence Reports).
3. The Federal Judicial Center has developed Leadership and Managerial Competencies for many of the professional positions within the Judiciary. There are eight competencies identified for the position of Deputy Court Unit Executive. Select two of the competencies and provide examples of occasions when you have effectively executed the associated behaviors of each competency (three-page limit).
4. Submit the two most recent performance evaluations signed by your supervisor or manager.
5. Submit a completed application ([Federal Judicial Branch Application for Employment, AO 78](#)). **If the AO 78 application is not current (5/24 revision in the upper left corner), the application for this opportunity will be rejected.** Questions 19, 20, and 21 on the application must be answered. Please note the additional documents related to military service that may be required to complete the process (listed on page one of the application).
6. Three professional references - available [here](#).

Candidates will be assessed on their relevant experience, education and training, application submission, and strength of their interview. Qualified applicants should upload their documents and answer final questions using our HR Employment Application System located at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=26-07>

Note: This system will not let you continue without uploading all required documents. If you fail to provide the required documents, your application package will be considered incomplete and may not be considered.

DISCLOSURES

- U.S. Probation reserves the right:
 - To modify the conditions of this job announcement.
 - To withdraw or re-advertise the announcement.
 - To fill the position sooner than the closing date without prior notice.
 - Not to fill the position listed in this announcement.
- Applications will be accepted from U.S. Citizens and [non-Citizens as allowed by appropriations and statute](#).
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.
- The final candidate(s) will be subject to a record check with law enforcement agencies and credit bureaus.

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- As a condition of employment, the incumbent will be subject to 10-year scope background investigation every five years.

Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms may be found by scanning the code below.

