



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

POSITION TITLE:	Supervisory U.S. Probation Officer Post-Conviction Unit
GRADE:	CL 30
ANNOUNCEMENT:	26-20
LOCATION:	Dallas and/or Fort Worth, exact location TBD
OPEN DATE:	7/27/2026
CLOSING DATE:	8/14/2026
STARTING SALARY:	\$109,370 to \$177,785 (Table DFW)
<i>This posting is open to current Texas Northern staff as well as current U.S. Probation Officers in other districts who are interested in employment with Texas Northern. Multiple positions may be filled from this announcement.</i>	

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 Northern District of Texas is a learning organization which encourages all staff to use their strengths to explore opportunities for meaningful personal, professional, and organizational growth. We expect and support team members to continue developing throughout their careers. We incorporate the Federal Judicial Center's competencies as part of our performance evaluation process to encourage that development. 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 staff 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 **Supervisory U.S. Probation Officer** is responsible for supervising the work of officers in the post-conviction discipline as well as overseeing a major program segment of the organization, and assuring time, performance, and quality measures are met. The applicant must have a strong knowledge of post-conviction supervision and have or be able to acquire a command of local and national policy, including The Guide to Judiciary Policy and Procedures. The successful applicant will possess a solid understanding of evidence-based practices and have or be committed to acquiring a command of evidence-based supervision techniques such as STARR (Staff Training Aimed at Reducing Re-arrest) or similar cognitive-based supervision skills.

Supervisory U.S. Probation Officer job responsibilities include, but are not limited to:

- Monitoring the performance of team members by providing consistent and ongoing feedback and utilizing all available work tools including PACTS/DSS reports and other available resources.
- Working collaboratively with other supervisors and managers to maintain equity in performance standards and work assignments.
- Recognizing each team member's individual strengths and encouraging them to develop professionally through utilization of those strengths.
- Reviewing and evaluating all work generated including all post-conviction reports, case records, case plans, and correspondence and adherence to existing policing, procedures, and guidelines.
- Conducting team meetings to provide direction and guidance to staff, identifying performance and operation problems and developing appropriate solutions.
- Working with staff members individually and as a team to achieve excellence within each office.
- Working collaboratively with the executive and leadership teams to foster a collegial work environment.
- Fostering teamwork and collaboration among officers and support staff to achieve common goals.
- Participating in district and national initiatives and projects in order to continually improve our effectiveness in serving our stakeholders and encouraging such participation among those he/she supervises.
- Enforcing policies and procedures related to an employee's work product and conduct.
- Utilizing evidence-based practices in the management of the team and department to which assigned.
- Performing any or all duties of a probation officer, which may include supervising persons under supervision and authoring court reports.
- Supporting the vision and mission of U.S. Probation and Pretrial Services by leading and guiding officers and support team members, communicating and implementing change, developing and training officers and support staff, and improving work processes.
- Participating in after-hours location monitoring duty.
- Performing related duties, as required/assigned by the Chief, Deputy Chief, or Assistant Deputy Chief.

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CLASSIFICATION REQUIREMENTS

To qualify for a supervisory position, an individual must:

- Meet the job qualification standards applicable to positions for the highest level of work effectively supervised.
- Be able to demonstrate knowledge and expertise relevant to the position for which they are applying, as well as a willingness to participate in relevant professional development training programs.
- Have specialized experience that includes 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 judiciary unit involved; and

MINIMUM POSITION REQUIREMENTS

Applicants must possess a thorough knowledge of national and statutory policies, procedures, and administrative practices specific to the supervision of federal persons under supervision. The incumbent must have the ability to travel occasionally to other divisional offices, other destinations for work related reasons, and stay overnight as needed.

To qualify for this position the applicant must have demonstrated the ability to:

- Utilize evidence-based principles and data in making decisions and supervising persons under supervision.
- Understand federal sentencing guidelines and case law.
- Understand the Bail Reform Act.
- Build and maintain effective work relationships with peers and management.
- Contribute to a positive work environment.
- Communicate effectively verbally and in writing.
- Successfully implement policy and procedural changes.
- Maintain discretion when dealing with sensitive matters.
- Develop and execute short-term and long-term goals.
- Think analytically.
- Use creativity and innovation in problem solving and implementation of solutions.
- Manage time and resources effectively.
- Adapt to and effectively use available technology.

PREFERRED QUALIFICATIONS

- Prior management experience and/or leadership training.
- A minimum of five years' experience as a U.S. Probation or Pretrial Services Officer.
- A minimum of one-year experience at a CL 29.

HOW TO APPLY

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

1. Submit a cover letter (three-page limit) explaining your interest in this position, how your experience relates to the duties and responsibilities of a SUSPO in Post-Conviction, and why you are the most qualified candidate to assume the role of SUSPO in Texas Northern.
2. Submit a resume (two-page limit) citing professional experience and educational background.
3. Submit the two most recent performance evaluations signed by your supervisor or manager.
4. Submit a current, complete [Application for Employment \(AO 78\)](#). Please note the additional documents that are required to complete the process (listed on page one of the application). **If the AO 78 application form is not current (5/24 revision), the application for this opportunity will be rejected.**

Qualified applicants should upload their documents and answer final questions using our HR Employment Application System located [here](#).

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.

ADDITIONAL INFORMATION

Prior to the interview, each applicant will be provided with a question and given time to review it. The applicant will be allowed to take notes while reviewing the question. They will then be required to answer that question during their scheduled interview.

Due to the high number of applications expected to be received, only those applicants who are selected for an interview will be contacted.

This position is currently located in the post-conviction discipline. However, the future assignment of this position will be dictated by the needs of the agency.

This position may require travel to another office on a regular basis to provide supervisory oversight.

DISCLOSURES

- U.S. Probation reserves the right:
 - To modify the conditions of this job announcement.
 - To withdraw or re-advertise the announcement.
 - To fill multiple positions from this 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.

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- The final candidate(s) will be subject to a record check with law enforcement agencies and credit bureaus.
- At the Chief Probation Officer's discretion, the most recent background investigation/reinvestigation report completed on behalf of the officer may be reviewed.
- 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 [here](#).