



**United States District Court  
Western District of  
Wisconsin**

Vacancy Announcement #24-04

Position Title: **CHIEF U.S. PROBATION OFFICER**

Location: Madison, Wisconsin

Salary Range: Judiciary Salary Plan  
JSP 15 \$143,736  
JSP 16 \$168,577

Recruitment Period: April 23-June 12, 2024

Projected start date: August 26, 2024

*This is a full-time permanent position. Starting salary commensurate with qualifications and salary history. Start date can be negotiated.*

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The United States District Court for the Western District of Wisconsin is seeking a qualified Chief U.S. Probation and Pretrial Services Officer. The Judges of the United States District Court for the Western District of Wisconsin expect the Chief to be committed to ensuring that all aspects of service to the Court and the community remain at the high levels we demand and receive. Delivering this high level of performance is essential while also embracing the following mission statement of our probation and pretrial services office:

*“Collectively we contribute to a safer community by fostering positive, lasting change in the lives of those we serve.”*

The Western District of Wisconsin has two active U.S. District Judges, one full-time U.S. Magistrate Judge, and one part-time U.S. Magistrate Judge. The district has courthouses in Madison and Eau Claire, covering 44 counties with the headquarters in Madison. The Chief U.S. Probation and Pretrial Services Officer (CUSPO) will be selected by the Judges of this Court and will manage federal probation and pretrial services under the direction of the Chief Judge.

The United States Probation and Pretrial Services Office for the Western District of Wisconsin has approximately 20 law enforcement officers and 5 support employees. The office also shares Human Resources and an IT Security Officer with the District Court Clerk’s Office and the Bankruptcy Court Clerk’s Office. The CUSPO works in conjunction with the other Court Unit Executives to manage those resources.

The Western District of Wisconsin is committed to the continued implementation and application of evidence-based practices in the management and oversight of defendants and persons on post-conviction supervision. The successful candidate for this position will represent this district within the Seventh Circuit and nationally to provide input on the future direction and policies of probation and pretrial services.

### REPRESENTATIVE DUTIES:

- Oversees general operations, investigations, and supervision duties of Probation and Pretrial Services.
- Reviews, analyzes, and interprets statutory, Judicial Conference and Parole Commission requirements and implements policies and procedures accordingly.
- Manages the annual budget and oversight of purchasing, contracting, and accounting functions in compliance with the U.S. Government and the Judicial Branch regulations and controls.
- Projects personnel needs, space allocation, operating allowances, and other district needs; approves requisitions; certifies vouchers for payment; maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Provides oversight in the development and revision of internal control procedures.
- Manages the staff of the office; selects candidates and recommends probation officer appointments to the Court; selects and appoints all support (non-officer) personnel; makes determinations on personnel matters including promotions, salary increases, disciplinary actions, and dismissals; ensure all personnel are carefully selected and adequately trained; ensure performance is systematically evaluated.
- Maintains an effective system of communication; delegates decision making to the appropriate level; provides qualitative and quantitative measures of work performance; ensures accountability of staff in the performance of their duties.
- Establishes training programs and supports training opportunities for staff, encouraging continuous professional development.
- Promotes and maintains conditions which encourage staff loyalty, enthusiasm, morale, diversity, equity, and inclusion.
- Oversees the development and administration of programs to successfully manage the defendant and post-conviction populations.
- Uses evidence-based principles to consistently evaluate and improve organizational performance.
- Serves as liaison to the Chief Judge, District Judges, and Magistrate Judges; makes specific recommendations regarding court-related criminal justice issues.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices.
- Establishes and maintains cooperative relationships with other agencies including federal, state, and local law enforcement; correctional and social service agencies; and public and private agencies that provide employment, medical, legal, or social services.
- Provides input on the development and administration of comprehensive emergency preparedness plans.
- Occasionally, may perform the duties of probation or pretrial services officers or of supervisory probation officers; perform related duties as required by the Court.

### EDUCATION REQUIREMENTS

Applicants must possess a bachelor's degree from an accredited college or university in a field such as criminal justice, criminology, psychology, sociology, human relations, 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.

### EXPERIENCE REQUIRED

This position requires a minimum of three years of supervision experience earned after a bachelor's degree has been issued. Supervision experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of persons under supervision in community corrections or pretrial programs. Experience as a police officer, FBI agent, customs agent, deputy Marshal, or similar positions, do not by themselves constitute supervision experience.

### SUBSTANTIAL MANAGEMENT EXPERIENCE REQUIRED

This position also requires substantial management experience. The candidate must have a thorough understanding of the organizational, procedural, and human relations aspects of managing an organization, including financial management, space and facilities management, oversight of information technology, human resources functions, and long- and short-range planning.

### COURT PREFERRED QUALIFICATIONS

- A juris doctorate, doctorate, or master's degree in a field closely related to criminal justice received from an accredited university.
- Excellent analytical and writing skills.
- At least five years of experience as a U.S. Probation Officer, including experience in pretrial services, presentence investigation, and supervision.
- At least three years of management experience within the U.S. Probation and Pretrial Services system.
- Comprehensive knowledge of the U.S. Sentencing Guidelines, U.S. Probation supervision policies, applicable statutes, and key case law.
- Demonstrated commitment to defendants and those under post-conviction supervision.
- Demonstrated leadership skills and the ability to motivate others.
- Management experience in developing, implementing, and administering evidence-based programs for those under supervision.
- Training related to procurement and contracting officer responsibilities including the Administrative Office's Contracting Officers' Certification Program (COCP) or its equivalent. Completion of the Administrative Office's Managing the Court Budget training and Federal Appropriations Law training.

### DESIRABLE PERSONAL CHARACTERISTICS

The successful candidate must be an adept leader and motivator; must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must always maintain a professional appearance and demeanor. The ability to meet with the public, work harmoniously with others, and communicate effectively (both orally and in writing) are required. The successful candidate must be flexible, able to manage multiple priorities, effective delegating tasks, and conscientious about details and accuracy.

### RETIREMENT COVERAGE

To qualify for coverage under the law enforcement provision of the federal retirement system, there is a mandatory retirement age of 57 with 20 years of federal law enforcement experience. There is no mandatory retirement age for regular federal retirement benefits.

### BACKGROUND INVESTIGATION

This is an executive, high-sensitive position within the Judiciary. Employment is provisional pending the successful completion of a ten-year, full field OPM background investigation and favorable suitability determination. Investigative updates are required every five years.

### NOTICE TO APPLICANTS

The Court requires employees to adhere to the [Code of Conduct of Judicial Employees](#). The Federal Financial Management Reform Act requires direct deposit of federal wages. Applicants must be United States citizens or eligible to work in the United States. The court provides reasonable accommodations to applicants with disabilities.

## BENEFITS

Employees of the U.S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. However, Judiciary employees are entitled to the same benefits as other federal employees. These include participation in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long-term care options, vacation and sick leave accrual, and eleven paid holidays per year. For additional information on employment with the federal courts, please visit the [U.S. Courts website](#).

## APPLICATION PROCESS

[Link to online application](#)

Complete the informational fields and attach the following documents:

- 1) A letter of interest (cover letter) of no more than two pages that summarizes your experience and qualifications, as well as your personal characteristics, vision, values, and management philosophy.
- 2) A narrative statement of no more than three pages that describe each of the following:
  - Your level of participation and scope of your responsibility in your current organization.
  - Your knowledge of budget management, facilities management, and procurement guidelines.
  - In human resources management, the most challenging experience(s) you have managing employee relations.
  - Your experience in policy research and development and data analysis.
- 3) Resume detailing years of specialized and management experience, functions managed, and number and composition of personnel supervised.
- 4) Application for Judicial Branch Employment (AO78) - the form is linked on the application page.
- 5) Documentation of last two performance evaluations.
- 6) Names and contact information for three professional references.

## PROCEDURES FOR SELECTION

The court will screen all applications and the best qualified applicants will be invited for personal interviews. Travel expenses associated with an initial interview will be borne by the applicant. Travel expenses associated with final interviews *may* be provided by the court. Some eligible relocation expenses may be reimbursable.

The U.S. District Court reserves the right to amend the conditions of this vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

THE UNITED STATES COURTS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER