



UNITED STATES PROBATION OFFICE – DISTRICT OF KANSAS

Kansas City, Topeka, and Wichita, Kansas

www.ksp.uscourts.gov

Assistant Deputy Chief United States Probation Officer

Vacancy Announcement #A26-21

Position Title: Assistant Deputy Chief United States Probation Officer (ADCUSPO)

Position Type: Full-Time Permanent

Duty Station: Kansas City, Topeka, or Wichita, Kansas

Salary Range: \$100,604 - \$195,501 (CPS 30-31)*

*Starting salary is commensurate with qualifications and based upon Court Personnel System (CPS) [guidelines](#). Previous federal government service or professional background providing extensive specialized experience may qualify an applicant for salary placement above step 01 of the appropriate classification level.

Open Date: April 27, 2026

Closing Date: May 21, 2026

POSITION OVERVIEW

The U.S. Probation Office for the District of Kansas is seeking an Assistant Deputy Chief Probation Officer (ADCUSPO). The ADCUSPO is an executive leadership position within the probation office. The incumbent assists the Chief and Deputy Chief Probation Officers in the administration and management of the combined federal probation and pretrial services within the District of Kansas.

The District of Kansas serves 105 counties. The three divisional offices are located in Topeka, Kansas City and Wichita. There is a total of 64 probation employees within the District of Kansas.

The District of Kansas is an evidence-based organization, meaning that work is approached in a manner that has been empirically researched and proven to have measurable positive outcomes for defendants and offenders. The Assistant Deputy Chief Probation Officer is responsible for embracing and utilizing practices and principles that support the agency as an evidence-based organization.

REPRESENTATIVE DUTIES

The incumbent, in cooperation with the Chief Probation Officer, Deputy Chief Probation Officer and in accordance with the applicable statutes of the United States Code, is accountable to the District Courts of the United States, the Judicial Conference of the United States, the Administrative Office of the U.S. Courts, the U.S. Sentencing Commission, the U.S. Parole Commission, and other such judicial or administrative bodies of the United States in the performance of his or her duties regarding bail investigations, sentencing of criminal defendants, supervision of defendants and convicted offenders, financial operations of the office, and management of personnel, equipment, and documents. The Assistant Deputy Chief Probation Officer participates in the organization and management of the office to ensure effective and timely service to the agencies to whom he or she is accountable. The Assistant Deputy Chief is also authorized and required to act as the Deputy Chief Probation Officer as delegated or as required in the Deputy Chief's absence. Specific duties include, but are not limited to the following:

- Supervises supervisory officers and support staff; directs and leads the operational and administrative work of multiple units.
- High level of knowledge and proficiency with the application of federal sentencing guidelines and the case law which support correct applications of the guidelines.

- Demonstrates proficiency with providing quality service to the Court as a subject matter expert in sentencing guidelines.
- Recognizes the importance of evidence-based practices and champions their use in probation and pretrial services.
- Utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Assists in the development of policy and procedure.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and positive morale.
- Ability to develop new and experienced staff to build competence and enhance performance.
- Knowledge and interest in wellness to promote and maintain wellness initiatives in the District to enhance staff morale and organizational culture.
- Maintains a thorough knowledge of and the ability to effectively apply statutes, policies, procedures, and administrative practices specific to federal pretrial, presentence, and supervision duties.
- Maintains a working knowledge of the federal judicial system and demonstrates progressively responsible involvement in the following: strategic planning; information technology, personnel management; agency operations; special projects management; and general administrative tasks.
- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the Court, institutions, parole authorities, and the effective supervision of defendants and offenders.
- Provides technical assistance to the Chief Probation Officer, Deputy Chief Probation Officer, Supervisory Probation Officers, Senior Probation Officers, line officers, the Court, and other judicial personnel regarding defendant/offender programs and services.
- Assists in the areas of personnel, space allocation, purchase of services, equipment, and supplies and other budgetary considerations.
- Assists Chief Probation Officer in selection of professional and support staff for appointment and promotion, and in the resolution of personnel actions such as promotions, grievances, disciplinary actions, etc.
- Occasionally performs the duties of subordinate staff.
- Acts as liaison between the District and the Administrative Office as directed by the Chief or Deputy Chief.
- Performs other duties as assigned by the Chief, Deputy Chief or the Court.

REQUIRED EXPERIENCE AND QUALIFICATIONS

Because this position is a secondary or “administrative” law enforcement position, the selectee must already be in a secondary federal law enforcement position or have been continuously employed in a primary/rigorous federal law enforcement position for at least 3 years without a break in service exceeding 3 days.

To qualify for the position of Assistant Deputy Chief U.S. Probation Officer, an applicant must possess the following:

1. Completion of a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position;
2. Three years of specialized experience (defined below), including at least one year as a probation/pretrial services officer in the U.S. Courts, which may not be substituted with post-graduate education; and
3. Three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience 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 judgment; and
 - c) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to U.S. Probation.

Specialized experience is defined as 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, custodial, or security officer, other than any criminal investigative experience, is not creditable.

PREFERRED SKILLS

- An advanced degree from an accredited university relevant to corrections or management.
- Five years of federal probation office experience with a proven track record of technical excellence in investigations and supervision.
- Knowledge and/or experience with evidence-based practices.
- Previous management experience, education, or training such as the Federal Judicial Center's Leadership Development Program, relevant to probation office operations.
- Demonstrated ability to work effectively in a team environment. Capability of dealing skillfully with others in professional work relationships.
- A service viewpoint recognizing the need for contributions to the local and national systems. Commitment to following the mission, vision, and guiding principles of the U.S. Probation Office and its Charter for Excellence.

BENEFITS

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation during years 4-14
3. 26 days paid vacation annually with 15 years of service
4. 13 days paid sick leave annually
5. 11 paid federal holidays
6. Participation in the Federal Employees Retirement System
7. Participation in the Thrift Savings Plan (TSP) with government match up to 5%
8. Health, Dental, Vision, Group Life, and Long-Term Care Insurance Plans
9. Participation in the Flexible Benefits Program for Health and Dependent Care
10. Up to 12 weeks of Paid Parental Leave for eligible employees
11. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
12. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
13. Free parking
14. Free onsite fitness center

APPLICATION PROCEDURE

To apply for this position, applicants must submit the following application materials in a single Adobe PDF document via email to hr@ksd.uscourts.gov. Please include "A26-21 – ADCUSPO" in the subject line.

1. A cover letter describing your leadership style, familiarity with evidence-based practices, and how your particular skills and experience relate to the position,
2. A current resume, and
3. If not a current District of Kansas employee, a [Federal Judicial Branch Application for Employment](#) (Form AO-78: separate forms available for PC and Mac users)

* You SHOULD respond to questions 18, 19, and 20 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

EVALUATION PROCESS

Applicants will be evaluated initially against their experience and educational background to determine if they meet minimum qualifications. Eligible applicants will be screened and rated as to experience, education, and training.

Applicants may be required to respond to written assignments and undergo testing during the selection process. Interviews will be scheduled in Kansas City, Kansas on May 26, 2026.

ADDITIONAL INFORMATION

The U.S. Probation Office reserves the right to modify or withdraw this job announcement without prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. Probation Office requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals selected for an interview. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER