

**Deputy Chief United States Probation Officer**

Vacancy Announcement #A 26-9

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Position Title:	Deputy Chief United States Probation Officer
Position Type:	Full-Time Permanent
Location:	Wichita, Topeka, or Kansas City, Kansas
Salary Range:	JSP 14 -16 (\$125,776 - \$229,249)
Open Date:	March 5, 2026
Closing Date:	April 3, 2026

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**POSITION OVERVIEW**

The Deputy Chief U.S. Probation Officer is a high-level executive position responsible for leading, motivating, directing and assisting the Chief Probation Officer in all areas of administration and management.

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

**REPRESENTATIVE DUTIES**

These duties are intended to provide generalized examples of major duties and responsibilities that are performed by the Deputy Chief Probation Officer.

- Assists the Chief Probation Officer in the organization and management of the office.
- Assists the Chief in development, implementation of district policies and procedures.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- 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: federal correctional rehabilitation programs and services for adult defendant/offender populations; employee supervision; 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 courts, institutions, parole authorities, and the effective supervision of defendants and offenders.
- Provides managerial leadership and skills to formulate and to execute initiatives to achieve agency goals, objectives, and mission.
- Supervises office staff, analyzes performance of subordinates, and is closely involved with travel, leave, and scheduling of work hours.
- Provides technical assistance to the Chief Probation Officer, Supervisory Probation Officers, Senior Probation Officers, line officers, the court, and other judicial personnel regarding programs and services.
- Assists Chief Probation Officer in the areas of personnel, space allocation, and procurement of services, equipment, and supplies.
- Assists Chief Probation Officer in selection of professional and support staff for appointment, and in the resolution of personnel actions such as promotions, grievances, disciplinary actions, etc.

- Reviews, prepares, and executes completion of the annual report, administrative office reports and other related duties as required by the Chief Probation Officer and the court.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation, pretrial and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- 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.
- Performs other duties as assigned by the Chief Probation Officer.

## REQUIRED EXPERIENCE AND QUALIFICATIONS

*General Experience:* To qualify for a position of Deputy Chief Pretrial Services Officer Type II at JSP-14, 15, or 16, a person must possess the following years of progressively responsible specialized experience earned after the bachelor's degree has been issued:

JSP Grade Level	Years of Specialized Experience
14	6
15	7
16	7

*Specialized Experience:*

- Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required.
- Extensive experience with supervision of federal defendants utilizing core correctional practices through evidence based methods of supervision.
- Experience in closely related fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience.
- Experience in police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

*Educational Substitutions:*

- Completion of one academic year (30 semester or 45 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 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.

## PREFERRED QUALIFICATIONS

A successful candidate should be highly organized and possess tact, good judgment, poise, initiative, and maintain a professional demeanor at all times. Ability to meet the public, work harmoniously with others and communicate effectively, both orally and in writing, is required. Must be able to balance the demands of varying workload responsibilities and deadlines. A master's degree in a related field such as social sciences or management is preferred.

## **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, please submit the following items in a single PDF document by email to [HR@ksd.uscourts.gov](mailto:HR@ksd.uscourts.gov) and include the "Vacancy Announcement #A 26-9" in the email subject line:

1. Letter of Interest that describes your leadership style, your experience in supervising direct reports, and why you believe your particular skill set is transferrable to the position of Deputy Chief Probation Officer in the District of Kansas.
2. Comprehensive résumé including full educational summary, employment and salary history, leadership and management experience.
3. [Federal Judicial Branch Application for Employment](#).  
Form AO-78: separate forms available for PC and Mac users

\* Current District of Kansas employees do not need to submit the AO 78 application form.

\* 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.

## **EMPLOYEE REQUIREMENTS**

This is an Executive high-sensitive position within the Judiciary subject to a mandatory FBI background check. A high-sensitive background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation, drug screen, and medical examination. Unsatisfactory results may result in termination of employment. Judicial employees are required to adhere to the court's Code of Conduct, available for public review on the [USCourts.gov](https://uscourts.gov) website.

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous federal law enforcement officer experience and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine eligibility. Retirement is mandatory at age 57.

Applicants must be able to meet the medical requirements and perform the essential job functions of a Probation Officer, as detailed on the [USCourts.gov](https://uscourts.gov) website under [Officer and Officer Assistant Medical Requirements](#). Incumbents are subject to on-going random drug screening.

**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](#).

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