

U.S. PROBATION AND PRETRIAL SERVICES OFFICE EASTERN DISTRICT OF VIRGINIA VACANCY ANNOUNCEMENT

26-P009R- Supervisory U.S. Probation Officer

OUR MISSION

The United States Probation Office for the Eastern District of Virginia is committed to protecting the community, promoting positive long-term change, treating all individuals with dignity and respect through communication, courage, and commitment and assisting the court in the fair administration of justice.

Recruitment Statement

The U.S. Probation Office of the Eastern District of Virginia has an unwavering commitment to recruit, maintain and retain a diverse workforce with the aim that every one of our people has a full sense of belonging within our organization. It is our belief that a diverse workforce and an inclusive environment will help us better serve our communities and carry out our mission.

Position: Supervisory U.S. Probation Officer

Location: Richmond, VA

Salary Range: Richmond - CL 30, Step 1 \$105,090 – Step 61 \$170,828

Position Information: Full-time/Permanent/Open to current federal probation officers only

Opening date: August 14, 2026

Closing date: Open until filled/Priority consideration date Sept. 7, 2026

Summary: The Eastern District of Virginia is hiring for one supervisory position, in the Richmond Division, who will oversee an investigations team who prepares presentence and pretrial services reports. The Supervisory U.S. Probation Officer performs supervisory work related to the full range of probation and/or pretrial services officer law enforcement duties. This Supervisory Officer primarily directs law enforcement officers assigned to the investigation of offenders/defendants. This is a permanent, full-time position and will be based at the United States District Court in Richmond, VA.



REPRESENTATIVES DUTIES

Plans work to be accomplished, including priorities and time schedules. Reviews and evaluates investigation work in the team to ensure accuracy, quality, timeliness, and adherence to statutes, judiciary and local policies, procedures, and guidelines.

Confers regularly with probation officers; provides direction and assistance toward improving supervision, investigative, and/or writing skills. Assists officers in meeting the needs of defendants/offenders with complex problems and circumstances; provides leadership in the development and implementation alternatives to detention, utilization of community resources, and the application of professionally sound case management principles.

Supervises assigned officers' field travel to include review and approval of travel vouchers. Completes semi-annual/annual performance reviews on officers in assigned team as required. Approves leave and certifies Time and Attendance records for officers in assigned team.

Participates in selection of candidates for vacant positions, identifies training needs, conducts training, and adheres to established performance standards. Hears and resolves complaints, assists with personnel problems when possible, and effects disciplinary actions when required.

Maintains a working knowledge of all statutory, national, and local policies, procedures and administrative practices. Assist management in the formulation and modification of office management policies. Develops or accepts recommendations to increase productivity or quality. Conducts team staff meetings and keeps team informed of policies and procedures. Serves as back-up for other supervisory officers.

Assists officers and other staff in identifying, establishing, and monitoring contracts for substance use, mental health and sex offender services. This may include on-site inspections, and notification (both written and oral) of program performance to contractor, management, and Administrative Office. Experience in determining the treatment needs of pretrial services clients, to include substance abuse, mental health, and sex offender.

Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale. Performs other related duties as assigned.

COMPETENCIES

Excellent communication skills are required. Ability to give and receive feedback, as well as the use of effective communication techniques to reinforce or change behavior and improve team relationships.

Ability to define and identify conflict styles, causes, and methods for handling conflict to improve your team's and divisional productivity.

Ability to delegate and manage a wide variety of skillsets. Proven ability to lead a team in the most effective way by recognizing where the strengths are, where improvement is needed, and how to properly use the skillsets of each team member.

Adept the use of critical thinking to understand how to make decisions, solve problems, and foster innovation methodically, strategically, and collaboratively. Possess interpersonal skills that enable you to identify and build a purposeful team culture within the Division.

Ability to leverage individual differences and skills within the team to benefit the workplace and increase productivity.

Knowledge of the Pretrial Risk Assessment (PTRA) and applying the risk principle to pretrial supervision.

The incumbent must be well versed in the Federal statutes; the Bail Reform Act; national publications; monographs; guides, policies, and procedures particularly those that pertain to pretrial investigations and supervision, and in the policies and procedures of the Eastern District of Virginia. The incumbent must have the ability to manage multiple tasks, prioritize work effectively, meet deadlines and be organized.

The incumbent must have the ability to build trust and confidence with staff. The incumbent must show a commitment to his/her professional development, be able to coach employees and assist in their professional growth. Furthermore, the incumbent must be able to give appropriate feedback in alignment with district goals. Additionally, the incumbent must have automation skills and strong skills in writing, proofreading, and editing.

The ideal candidate will also have a proven track record of technical excellence in investigations, including pretrial services reports and presentence reports.

Knowledge of preparing presentence reports and understanding the sentencing guidelines and their applicability is strongly preferred. Experience in preparing bail reports, understanding the principles of the Bail Reform Act, and the Pretrial Risk Assessment (PTRA) tool.

QUALIFICATIONS

The incumbent must have 3 years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (1) skill in developing the interpersonal working relationships needed to lead a team of probation officers; (2) the ability to exercise mature judgement, and (3) knowledge of the basic concepts, principles and theories of management, and the ability to understand and implement the managerial policies applicable to the Eastern District of Virginia.

To qualify for CL29, the individual must have at least one year of experience at a CL28. To qualify for CL30, the individual must have at least one year of experience at a CL29. If the experience at CL29 level is less than 1 year, the incumbent must remain at the same level until the 1-year requirement is met.

APPLICATION PROCESS

Qualified candidates may submit their letter of interest addressing their qualifications for this position and resumé in **ONE PDF formatted document** to:

VAEP_JOBS@vaep.uscourts.gov

Type the announcement number in the subject line (26-P009R). This role will be opened until filled.

Incomplete applications will not be considered. Due to the number of applications received, only candidates selected for an interview will be contacted.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. The U. S. Probation Office will not pay for any relocation or interview expenses.