



Chief United States Probation Officer

Vacancy Announcement #A25-27

Position Title:	Chief United States Probation Officer
Position Type:	Full-Time, Permanent
Location:	Kansas City, Topeka, or Wichita, Kansas
Salary Range:	\$171,795 - \$232,229 (JSP 16/1-17/10) Starting salary is commensurate with qualifications and based upon Judicial Salary Plan (JSP) guidelines . Salary is dependent on duty station due to locality adjustments.
Open Date:	December 15, 2025
Closing Date:	Open until filled with preference given to applications received by 1/15/26

POSITION OVERVIEW

The Chief United States Probation Officer is the Court Unit Executive of the Probation Office and is appointed by and serves under the administrative direction of the Chief Judge of the Court. The incumbent is responsible for managing all operational and administrative staff and functions, developing organizational standards, goals and objectives, and ensuring compliance with statutory requirements. The unit executive has the ultimate leadership responsibility for creating and sustaining a professional culture; for promoting and modeling effective delegation; for creating and supporting leadership development to assure a future group of leaders; and for designing and implementing a strategic plan to assure the district's future.

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 District of Kansas serves the entire State of Kansas with six active Article III judgeships and currently has five Senior District Judges and five Magistrate Judges. The Court will consider the selected candidate's preference for a duty station at any of its three division offices.

REPRESENTATIVE DUTIES

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

- Maintains liaison with the Chief Judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- 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.
- Selects and recommends candidates to the court for appointment as probation officers to the court and appoints all non-officer personnel; provides specific recommendations in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages the law enforcement and non-law enforcement staff of the office including all clerical, professional and supervisory personnel.
- Establishes and maintains a cooperative relationship with the clerk's office regarding shared administrative services; provides assistance to the clerk's office and the shared administrative staff in appropriate situations.

- Manages the probation office's decentralized funding allocation totaling over \$10 million and advises the court of the adequacy of funds to support operations.
- 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.
- Directs staff responsible for the probation office's financial service functions including disbursements for goods and services, payroll costs and expenses for substance abuse treatment, pretrial alternative housing and mental health / sex offender treatment.
- Oversees the probation office's long-range space and facilities plan.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Conducts special studies and prepares statistical and narrative reports.
- Establishes and maintains cooperative and amicable relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative and amicable relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
- Participates in leadership opportunities outside the District of Kansas to support national efforts to improve the administration of justice.
- Develops and maintains a public relations program which explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.

REQUIRED EXPERIENCE AND QUALIFICATIONS

General:

To minimally qualify for the position of Chief Probation Officer JSP 16, a person must have a bachelor's degree from an accredited college or university and possess three years of post-degree specialized experience. To qualify for the position of Chief Probation Officer JSP 17, a person must additionally possess three years of post-degree substantial management experience.

Specialized experience (3 years required) is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs. Experience as a police officer, FBI agent, customs agent, U.S. Deputy Marshal, or similar experience does not meet the requirements of specialized experience.

Substantial management experience (3 years required for JSP 17) is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning.

Desirable Skills and Characteristics:

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. A successful candidate will have demonstrated skill in specialized problem-solving and initiatives for collaborative approaches to offender supervision.

COMPENSATION

This position is a Court Unit Executive (CUE). The target grade for the position is JSP 17, although a lesser qualified individual may be placed at JSP 16 until that individual meets the requirements for JSP 17. Individuals will be placed at step 1 within the grade for which they qualify, unless eligible for advanced in-step placement based on a previous federal pay rate.

Topeka or Kansas City: JSP16/1 (\$174,598) to JSP 16/10 (\$226,978)
JSP 17/1 (\$200,522) to JSP 17/10 (\$232,229)

Wichita: JSP 16/1 (\$171,795) to JSP 16/10 (\$223,334)
JSP 17/1 (\$197,302) to JSP 17/10 (\$228,501)

Benefits

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation annually after three years
3. 26 days paid vacation annually after 15 years
4. 13 days paid sick leave annually
5. 11 paid federal holidays
6. Participation in the Federal Employees Retirement System, which is a lifetime pension*
7. Participation in the Thrift Savings Plan (TSP) with 100% government match on up to 5% of compensation
8. Health, Dental, Vision, and Group Life Plans
9. Participation in the Flexible Benefits Program for Health and Dependent Care
10. Up to 12 weeks of Paid Parental Leave per year for eligible employees with qualifying event
11. Employee Recognition Program
12. Access to National Judiciary Training programs
13. Authorized remote work when available
14. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
15. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
16. Free parking
17. Free onsite fitness center

LAW ENFORCEMENT STATUS

This position is open to federal law enforcement officers eligible for conversion to a secondary or administrative law enforcement position. Incumbents are subject to mandatory retirement at age 57, [medical fitness for duty conditions](#), random drug testing, and cyclical high-sensitive background investigations.

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.

1. cover letter summarizing your educational and professional experience relevant to the position as well as your management philosophy and vision for the agency,
2. professional resume, and
3. [Federal Judicial Branch Application for Employment](#) if not currently a District of Kansas JSP employee (Form AO-78: separate forms available for PC and Mac users)

Applicants may be asked to submit additional information during the recruitment phase, such as college transcripts, professional references, performance appraisals.

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

* You SHOULD respond to questions 19, 20, and 21 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. At least two rounds of interviews may be conducted during the selection process.

CHARTER FOR EXCELLENCE

We, the members of Probation and Pretrial Services for the United States Courts for the District of Kansas, are an agency who provide the Judiciary and the community with superior service by completing quality investigations and reports, seeking alternatives to detention, and delivering a high standard of effective supervision. We are dedicated to providing protection to the public and assisting in the administration of justice, demonstrating fairness and mutual respect to all in the performance of our duties. We achieve success through interdependence, collaboration, and local innovation. We are committed to excellence as a system and to the principles embodied in this Charter.

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 includes criminal, financial, and other investigation and will be subject to periodic updates at least every five (5) years. 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