



**UNITED STATES PROBATION OFFICE  
NORTHERN DISTRICT OF WEST VIRGINIA  
VACANCY ANNOUNCEMENT**

**POSITION:** U. S. PROBATION – FIREARMS SPECIALIST

**SALARY RANGE** CL 29

**OPENING DATE:** July 21, 2025

**CLOSING DATE:** Applications/Letter of Intent received by August 11, 2025, will be given priority consideration.

**ANNOUNCEMENT NO:** 2025-05

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The U.S. Probation Office for the Northern District of West Virginia is seeking a Probation Officer Specialist (with Collateral Firearms Duties). Probation and pretrial services officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff. In addition to the Probation Officer Specialist's regular duties as a U.S. Probation Officer, the incumbent performs collateral duties as the district authority regarding all aspects of firearms-related issues. In addition to the representative duties of a Probation/Pretrial Services Officer, the Firearms Specialist will perform the following duties:

**Additional Duties/Responsibilities:**

- Serve as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding issues relating to the area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with high-risk and/or specialized needs.
- Serve as the resident authority for the firearms program. Recommend, develop, and update firearms policies and procedures in written form to ensure overall understanding and consistency within the district. Ensure that the district firearms program complies with national and local court approved policy.
- Maintain certification as Lead Firearms Instructor per national policy. Facilitate initial and subsequent firearms qualifications training for officers. Propose an annual training schedule for approval by the Chief Probation Officer. Provide justifiable recommendations to the Chief Probation Officer regarding the appropriateness of officers to carry firearms. Serve as a liaison on firearms issues to the Court, the Administrative Office, and other districts.

- Maintain detailed and accurate inventory of all weapons, ammunition, and other firearms program equipment. Ensure that any weapon used is inspected for serviceability and is sent for gunsmith inspection and/or repair as required by national and local policies.
- Notify officers and Chief Probation Officer of failures to re-qualify.
- Document any injuries received during qualifications training and submit appropriate reports.
- Determine and evaluate available resources in relation to firearms. Work with the Chief Probation Officer and the finance or budget unit to procure firearms-related items.
- Maintain detailed records on all qualification training events, making required reports to the Chief Probation Officer. Serve on the District Safety Committee. Create individualized and realistic training scenarios.
- Serve as resource to SUSPOs and travel to each point of holding court at least quarterly or as determined by the CUSPO and DCUSPO. The Specialist should review firearms policies, procedures and processes, provide guidance, assistance, and make appropriate recommendations.
- Maintain and process hazardous incidents via the Safety and Information Reporting System (SIRS).
- Perform administrative duties regarding area of specialty.

**Minimum Qualifications:** Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, business, or public administration which provides evidence of capacity to understand and apply the legal requirements and human relations skills involved in the position, is required for all probation and pretrial services officer positions.

To qualify at the CL 29 level, applicants must have three years of specialized experience including at least one year as Probation/Pretrial Services Officer in the U.S. Courts.

Specialized experience is progressively responsible experience and/or knowledge in the fields of pretrial and presentence investigations and pretrial and post-conviction supervision in the United States Probation/Pretrial Office gained after completion of a bachelor's degree. Specialized experience with high-risk issues, such as mental health treatment, substance and/or alcohol abuse, sex offenses, computer related crimes and financial (white collar) crimes or have location monitoring conditions is preferred.

**Required Skills/Experience:**

Applicants must possess the following:

- The selected candidate will be expected to demonstrate an understanding and exemplify the Charter for Excellence in all aspects of this position.
- Build and maintain effective work relationships with peers and management.

- Communicate effectively verbally and in writing and contribute to a positive work environment.
- Display time management skills, be detail-oriented and have the ability to handle multiple tasks simultaneously.

### **Background Investigation, Drug Screening, Medical Standards**

U.S. Probation Officers transferring from another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for background reinvestigation apply. The Chief U.S. Probation Officer may, at his discretion, request drug and/or medical testing be conducted if he, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines.

### **Application Procedure:**

Qualified applicants must submit **one** PDF file with a completed [Application for Judicial Branch Federal Employment](#) (AO 78), a cover letter detailing interest and goals for this position, and a resume with professional references. One PDF file should be sent to:

Kelly Fry, HR Administrator  
U.S. District Court  
1125 Chapline Street  
P.O. Box 248  
Wheeling WV 26003 or [kelly\\_fry@wvnd.uscourts.gov](mailto:kelly_fry@wvnd.uscourts.gov)

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