



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

**POSITION:** UNITED STATES SUPERVISORY  
PROBATION/PRETRIAL SERVICES OFFICER

**DUTY STATION:** Clarksburg, West Virginia

**SALARY RANGE  
RANGE:** Target Grade CL 29/30  
Starting salary depending upon qualifications and salary  
history.

**OPENING DATE:** January 15, 2021

**CLOSING DATE:** Open until filled

**ANNOUNCEMENT NO:** 2021-03

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The U.S. District Court for the Northern District of West Virginia is seeking a Supervisory Probation/Pretrial Services Officer. The Supervisory Probation/Pretrial Services Officer reports directly to the Chief U.S. Probation Officer, the Deputy Chief and the Assistant Deputy Chief and assists in the administration and management of federal probation and pretrial services for the Northern District of West Virginia, with offices in Clarksburg, Elkins, Martinsburg, and Wheeling, West Virginia.

**Duties/Responsibilities:**

The Supervisory Probation/Pretrial Services Officer performs supervisory work related to the full range of probation or pretrial services officer law enforcement duties. The Supervisory Probation/Pretrial Services Officer primarily directs law enforcement officers assigned to the monitoring, investigation, and supervision of offenders/defendants. The incumbent also supervises certain technical and administrative staff.

- Supervise professional law enforcement, technical, and support staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions.
- Confer regularly with staff to provide direction and assistance in case situations and with general operational procedures. Receive, prioritize, and assign work to staff, ensuring that work is assigned fairly and equitably. Monitor time and attendance and evaluate and approve leave requests.
- Provide training and orientation for new staff members. Serve as a resource for officers and other staff to assist with performing work successfully and efficiently.

Develop and implement training programs for officers and staff. Make recommendations regarding new hires, personnel actions, and terminations.

- Provide leadership and mentoring to all staff to ensure implementation, consistency amongst staff and all staff are meeting and/or exceeding expectations.
- Review and edit written work, including case plans, correspondence, and reports submitted to the court. Ensure that recommendations made by officers to the court adhere to local and national policy and guidelines. Ensure adequate coverage for office activities, court appearances, etc. Conduct audits and reviews of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Develop recommendations and advise the court on appropriate issues. Assist senior managers in the formulation and modification of office management policies. Assist in monitoring the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring that contract terms are met, and related activities.
- Communicate and respond to management requests regarding case operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising offenders/defendants.

**Qualifications:**

CL-29: To qualify at the CL 29 level, the applicant must have two years of specialized experience including at least one year as a CL 28 U.S. Probation/Pretrial Services Officer in the U.S. Courts. Officers who do not meet the requirements for CL 29 may apply and will be classified at a lower grade until they meet the requirements for CL 29.

CL-30: To qualify at the CL 30 level, the applicant must have two years of specialized experience as U.S. Probation/Pretrial Services Officer including at least one year at the CL-29 level.

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.

**Required Skills/Experience:**

Applicants must possess the following:

- Leadership skills, good analytical skills, good judgment, and a high degree or level of integrity is critical to be successful in this position;
- Ability to develop and maintain effective work relationships needed to lead a team of employees;
- Skill in contributing to a positive work environment;
- Excellent oral and written communication skills. Ability to communicate effectively both verbally and in writing; and to build collaborative, interdependent and supportive teams;
- Ability to exercise mature judgment, assume and delegate responsibility; manage the designated office, and work with management staff, other members of the Court family, and the public;
- Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the probation office;
- Ability to develop and execute short-term and long-term goals;
- Strength in problem solving and use of creative and innovative solutions; and,
- Quality time management skills, including attention to detail and ability to handle multiple tasks simultaneously.

**Application Procedure:**

To apply for this position, please submit a letter of interest and an [AO 78 Judiciary Application](#) and send to:

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

The letter of interest should include your goals, if selected for this position, and your role as a Supervisor to ensure your staff meets the principles and ideals set forth in the Charter for Excellence.

**THE UNITED STATES PROBATION OFFICE  
IS AN EQUAL OPPORTUNITY EMPLOYER**