



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

<b>POSITION:</b>	<b>UNITED STATES SUPERVISORY PROBATION/PRETRIAL SERVICES OFFICER</b>
<b>DUTY STATION:</b>	Martinsburg, West Virginia
<b>SALARY RANGE</b>	Target Grade CL 30
<b>RANGE:</b>	Starting salary depending upon qualifications and salary history
<b>OPENING DATE:</b>	July 7, 2025
<b>CLOSING DATE:</b>	Applications/Letter of Intent received by August 1, 2025, will be given priority consideration.
<b>ANNOUNCEMENT NO:</b>	2025-04

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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, and the 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 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:**

To qualify for the position of Supervisor U.S. Probation Officer, applicants must a) meet the qualification standards applicable to positions for the highest level of work effectively supervised; and b) have specialized experience that includes progressively responsible administrative, technical, professional, supervisor or managerial experience that provided an opportunity to gain (a) skills in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment, and c) knowledge of the basic concepts, principles and theories of supervision related to the U.S. Probation Office.

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
- Build and maintain effective work relationships with peers and management
- Contribute to a positive work environment
- Communicate effectively verbally and in writing
- Develop and execute short-term and long-term goals
- Use creativity and innovation in problem solving and implementation of solutions
- Display time management skills, be detail-oriented and have the ability to handle multiple tasks simultaneously

**Miscellaneous:**

- U.S. citizenship required or lawful permanent residents seeking U.S. citizenship.
- Electronic Fund Transfer (EFT) for payroll deposit is required.

**Benefits:**

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan and portable savings plan with matching contributions, and a professional environment. Additional benefit information is available at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

**Application Procedure:**

Qualified applicants must submit **one** PDF file with 1) a letter of interest to include your goals as a supervisor to ensure your staff meets the principles/ideals set forth in the Charter for Excellence and 2) a completed [Application for Judicial Branch Federal Employment](#) (AO 78), and 3) a resume. The PDF file should be sent to:

Kelly Fry, HR Administrator  
U.S. Probation Office  
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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