



**VACANCY ANNOUNCEMENT  
No. KYWP 2025-05**

**UNITED STATES DISTRICT COURT – U.S. PROBATION OFFICE  
WESTERN DISTRICT OF KENTUCKY**

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**POSITION:** Chief U.S. Probation Officer  
(Permanent; Full-Time Appointment)

**LOCATION:** Louisville (Western District of Kentucky)

**SALARY RANGE:** JSP 14 – JSP 17 (\$124,531 - \$207,500)  
(Based upon education and experience)  
Promotion potential is possible within these ranges without further competition.

**ISSUE DATE:** July 18, 2025

**CLOSING DATE:** August 15, 2025 (by 4:30 pm Eastern)

The United States Probation and Pretrial Services Office for the Western District of Kentucky is accepting applications for the position of Chief U.S. Probation Officer. The Chief Probation Officer is a Court Unit Executive who reports directly to the Chief Judge. This position is headquartered in Louisville and currently supervises a staff of 44 employees as well as three shared services employees (procurement services and finance), with divisional offices in Bowling Green, Owensboro, and Paducah, Kentucky. The selectee will assume full responsibility as the Chief U.S. Probation Officer upon retirement of the current incumbent, which is expected no later than December 31, 2025.

The Chief U.S. Probation Officer is responsible for the administration and management of the U.S. Probation and Pretrial Services for the Western District of Kentucky, serving 53 counties, with 8 District Judges and 4 full-time Magistrate Judges. The Chief Probation Officer formulates the annual budget and manages all federally appropriated funds. As certifying officer for the Probation Office, the Chief U.S. Probation Officer authorizes all expenditures of the Probation Office and maintains appropriate fiscal controls.

**Responsibilities of this position include, but are not limited to:**

- Organizes the Probation and Pretrial Services Office to ensure expeditious handling of investigative work including effective case supervision of pretrial and presentence defendants, probationers, and persons on supervised release.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole and Sentencing Commissions' requirements for the administration of probation and parole services; and promulgates policies, procedures, and guidelines necessary to meet these requirements.

- Maintains liaisons 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. Makes specific recommendations to the Court regarding policies, procedures, guidelines, and standards to ensure an appropriate level of service delivery.
- Establishes and maintains cooperative relationships with the District and Bankruptcy Court units.
- Selects and recommends candidates for appointment as probation officers to the court and appoints all non-officer personnel.
- Demonstrates through actions and policies that the organization is inclusive of race, age, gender, sexual orientation, ethnic and cultural differences.
- Manages the staff of the office. Ensures all personnel are carefully selected and adequately trained. Provides qualitative and quantitative measures of work performance and assures accountability with minimal interference to service delivery; utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Promotes and ensures a safe and harassment-free work environment and fosters other conditions that encourage staff commitment, enthusiasm, and positive morale.
- Maintains comprehensive human resources, budget, procurement, space and facilities, and information technology services to the Court in collaboration with IT, budget, procurement, and Human Resources.
- Makes estimates of personnel, space allocation, and operating allowance needs. Responsible for ensuring adequate space, equipment, and supplies for the operation of the office. Approves requisitions and certifies vouchers for payment. Maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- Establishes and maintains cooperative 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 relationships with all components of the criminal justice systems to include federal, state, and local law enforcement, correctional, and social service agencies.
- 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.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of probation or pretrial services officers or of supervising probation or pretrial services.
- Performs related duties as required by the court.

### **Qualifications**

To qualify for the position of Chief U.S. Probation Officer up to JSP-16, a person must have a bachelor's degree from an accredited college or university and possess three years of progressively responsible specialized experience earned after the bachelor's degree has been issued.

To qualify for appointment above JSP 16, a person must, in addition to progressively responsible specialized experience, possess three years of substantial management experience earned after the bachelor's degree has been issued.

Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and counseling and guidance of clients in community correction or pretrial programs. Experience as police officers, FBI agent, customs agent, marshal, or similar position, other than any criminal investigation experience, does not meet the requirements of specialized experience.

### **Substantial Management Experience**

Substantial management experience is a high-level administrative experience that provides 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-term planning.

### **Court Preferred Skills**

Additional qualifications, skills, and experiences preferred, but not required, include:

- Substantial knowledge of and experience in the operations and management of federal probation and/or pretrial services. Knowledge of federal judiciary strategic direction, policies, and procedures. Knowledge of the U.S. Sentencing Guidelines, applicable statutes and case law, and the Federal Rules of Criminal Procedure.
- Demonstrated commitment to and expertise in evidence-based practices and re-entry initiatives, and in the development of organizational practices stemming from these principles to improve outcomes and reduce recidivism.
- Excellent organizational leadership and management skills, including the ability to coach and develop employees. Experience in leading teams, managing budgets and financial plans, evaluating work processes and organizational impact, and planning and implementing change.
- Ability to effectively interact with judges, the legal community, and other law-enforcement, corrections, and service-providing agencies.

### **Conditions of Employment**

There is no "maximum entry age" for this position; however, to be included under federal law enforcement officer retirement provisions, an individual must have been appointed to a federal law enforcement officer position prior to their 37<sup>th</sup> birthday. Candidates who currently hold a federal law enforcement officer (LEO) position and accept the position of Chief U.S. Probation Officer should note that all LEO provisions, including medical requirements and mandatory retirement age provisions, remain in effect.

If selectee does not already hold a federal law enforcement officer (LEO) position, prior to appointment the selectee considered for this position will undergo a drug screening. Upon successful completion of a drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court.

In addition, as a condition of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Applicants must be a U.S. citizen or eligible to work in the United States.

### **APPLICATION PROCEDURES**

#### How To Apply

Qualified candidates must submit the following:

- A letter of interest that addresses management/leadership style.
- A detailed resume detailing qualifications and experience.
- Judicial Application for Employment – Form AO78 (available at [www.kywp.uscourts.gov](http://www.kywp.uscourts.gov)).
- Contact information for three professional references.

**-electronically only to-**

[employment@kywp.uscourts.gov](mailto:employment@kywp.uscourts.gov)

**NOTE: All materials / documentation must be sent as one complete pdf attachment.**

**The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.**

This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay.

The U.S. Probation Office is an Equal Opportunity Employer.

All court employees, including U.S. Probation Officers, are in the excepted service and considered 'at-will' employees. All staff must adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).