



UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK PROBATION OFFICE



Position: Supervisory U.S. Probation Officer (PSI)

Vacancy No. 2025-05

Location: 500 Pearl Street, New York, NY

Type of Appointment: Full-time/ Permanent

Area of Consideration: Open to current U.S.
Probation/Pretrial Services Officers

Number of Positions: One

Class Level: CL-29 – CL-30

Salary Range: \$99,325– \$190,804
(Depending on qualifications)

Opening Date: 05/02/2025

Closing Date: 05/16/2025

Our Mission:

We assist the Court in the fair administration of justice by preparing presentence reports with objective, verified information and unbiased sentencing recommendations.

We protect the community by promoting accountability for justice-involved individuals.

We create meaningful opportunities for positive change in the lives of individuals under our supervision.

POSITION OVERVIEW: The Supervisory U.S. Probation Officer (SUSPO) will be responsible for the supervision of a PSI team of U.S. Probation Officers as well as be a vital and active member of the managerial team of the agency. The chosen applicant will participate in the decision-making process affecting office operations and administration. The ideal candidate will be an enthusiastic member of the office and will have extensive experience in presentence investigations, the application of the sentencing guidelines, and the preparation of presentence reports and recommendations. The ideal candidate demonstrates investment in the success of coworkers, a positive attitude and ability to solve problems through collaboration.

DUTIES AND RESPONSIBILITIES: The SUSPO will be responsible for all phases of the PSI team operations including, but not limited to, case assignments, statistical verification that PSIs are properly logged into PACTS, quality control of PSI content and timeliness of disclosure, and addressing issues raised by the court. The SUSPO will be responsible for planning and scheduling job tasks, establishing work standards and priorities; and coordinating and overseeing the day-to-day operation of the team. This position requires the SUSPO to confer regularly with staff to provide direction and assistance in case situations and with general operational procedures; evaluate and address performance, behavioral, and time and leave issues; complete performance evaluations; and provide direction and assistance toward improving officers' performance and skills, as well as officers' career growth. The SUSPO will also be responsible for fostering positive work morale. In addition, this position requires organizing and conducting team meetings; attendance at management, supervisory, and court-related meetings; and participation in relevant professional development programs, as well as performing other duties as needed.

Our Vision:

We are most successful when we work together as one unified organization. We serve specific roles in presentence investigations, post-conviction supervision or administration, but we are each instrumental to organizational success.

We achieve excellence when all employees are engaged and work toward clear and common goals. We commit to a fully inclusive, diverse, and compassionate work environment. We aspire to a culture of commitment, respect and comradery that values the contributions of each staff member. Leadership decisions are mission driven, human centered and values based.

We strive to conduct presentence investigations that result in fair sentences for all defendants appearing before our Court. We seek out and verify all information necessary to determine an appropriate sentence. Our sentencing recommendations are thoughtful, unbiased, and consequential to the fair administration of justice.

We champion positive change in the lives of individuals under our supervision through respectful engagement, active observation, and individualized services. We influence our client population through our presence, problem-solving and support, community partnerships, and accountability interventions when necessary. Our interventions are fair, objective and evidence based.

REQUIRED QUALIFICATIONS:

To qualify for the position of Supervisory U.S. Probation Officer at the CL-29 level, an applicant must have a minimum of three years specialized experience as a U.S. Probation Officer, with at least one year of experience at or equivalent to a CL-28. To qualify at the CL-30 level, an applicant must have a minimum of three years of specialized experience as a U.S. Probation Officer, with at least one year of experience at or equivalent to a CL-29. Only specialized experience earned in the federal probation system after receipt of a bachelor's degree will be considered.

SPECIALIZED EXPERIENCE:

Progressively responsible experience that includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain:

1. Skill in developing the interpersonal work relationships needed to lead a team of employees,
2. The ability to exercise mature judgment,
3. Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved, and
4. Expertise in presentence investigations, the application of the sentencing

EDUCATIONAL SUBSTITUTIONS:

Education may not be substituted for specialized experience.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated ability to assume and delegate responsibility, inspire confidence, and lead by example
- Demonstrated leadership ability
- Demonstrated commitment to developing and mentoring others
- Contributions to a district or the Federal Probation or Pretrial Services System
- Superior organizational and time management skills

IDEAL CANDIDATE: The ideal candidate demonstrates strengths in the following areas:

- Composure
- Continued Learning
- Decision Quality
- Diversity and Inclusion
- Employee Development

Our Values:

Respect. All people are entitled to dignity. We treat each other, our client population and community stakeholders with courtesy. We believe that respectful engagement is essential to achieving our mission.

Integrity. We are honest and fair. We prioritize duty. We meet our obligations with grace and professionalism. We hold ourselves accountable for always doing the right thing.

Service. We are passionate in our mission. We show empathy to our colleagues, clients, and stakeholders. We persevere through challenges and are determined to contribute to positive changes in the community and the lives of justice-involved individuals.

IDEAL CANDIDATE (CONTINUED):

- Ethics and Values
- Fairness
- Integrity and Trust
- Managerial Courage
- Motivation
- Planning and Direction
- Team Development

BENEFITS:

- Paid Annual & Sick Leave
- Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

- (1) U.S. citizen,
- (2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

(Affidavit attached)

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees are required to adhere to the Code of Conduct for Judicial Employees available for public review on the USCourts.gov website.

<https://www.uscourts.gov/rules-policies/judiciary-policies>.

Visit our website:



APPLICATION PROCEDURE:

To be considered for this position, please submit one PDF document that includes: a resume, cover letter, and an Application for Federal Employment (AO78). The Application for Federal Employment (AO78) can be downloaded from: https://www.uscourts.gov/sites/default/files/ao_078-08-2024_1.pdf.

Your cover letter should be no more than three pages and address the following:

- Your experience as a leader in a professional organization.
- Your contributions to a district or the Federal Probation and Pretrial Services
- Internal candidates: What is your understanding of the current direction the office is headed and how does that align with your priorities and values.
- External candidates: Identify 1 or 2 priorities that separate a good presentence investigation from a great presentence investigation and provide an analysis of the additional value added.

Only applications submitted via email will be accepted. Please include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for interviews will be contacted. Please submit your application to: careers@nysd.uscourts.gov

IMPORTANT NOTICE!

The incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by the Chief U.S. Probation Officer for reasonable cause, subject to subsequent fitness for duty evaluations. A minimum of 40 hours of training is expected annually. This position may require some travel. Must have a valid driver's license. If an office vehicle is not available incumbent is required to use personal vehicle. Reimbursement for gas mileage is authorized. This position is subject to mandatory electronic funds transfer for payment of net pay. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, which action may occur without prior written notice or other notice.



EQUAL OPPORTUNITY EMPLOYER

