



UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

Position Announcement #: NYEP 26-09

Position Title: Deputy Chief Probation Officer (Type II)

Location: Brooklyn, New York

Grade/Salary: JSP 15 (174,347 – 197,200)
JSP 16 (204,478 – 209,600)

Opening Date: August 3, 2026

Closing Date: Open until filled with preference given to applications received by August 17, 2026

POSITION OVERVIEW

The United States Probation Department for the Eastern District of New York is seeking a Deputy Chief Probation Officer (Type II) (DCUSPO). The primary duty station for this position will be in Brooklyn, New York, but travel within the district will be required.

The primary responsibility of this position will be to act as chief operating officer and assist the Chief Probation Officer (CUSPO) in the administration and management of the U.S. Probation Department for the Eastern District of New York. The DCUSPO will report directly to the CUSPO. Therefore, a strong collaborative relationship will be required.

POSITION DUTIES AND RESPONSIBILITIES

- Routinely review district policies and recommend modifications and an implementation plan to the CUSPO.
- Assist in the selection of law enforcement officers and administrative personnel for appointment.
- Review and analyze reports to identify trends, problems, and other issues. Analyze data to formulate solutions to improve operations. Perform team reviews for quality control purposes surrounding presentence and supervision.

- Ensure all federal statutes, regulations, and guidelines pertaining to the presentence and supervision divisions are followed. Interpret, apply, and ensure the district complies with the Guide to Judiciary Policy.
- Manage Assistant Deputy Chief U.S. Probation Officers (Presentence and Supervision Division), and first-line supervisors, paying particular attention to professional development as well as travel, leave, and work schedules. Participate in systemic analysis of performance for all subordinates. Facilitate conflict resolution and exercise problem solving techniques.
- Exercise oversight over Cyclical Office Reviews and results, and any subsequent changes to district practices and procedures.
- Participate with the CUSPO in budget, procurement, space and facilities, and human resources matters. This may involve estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies. Also review and approve the agency's financial transactions.
- Establish and maintain cooperative relationships with other U.S. Probation Offices to ensure all requests for assistance are met promptly and effectively. Also maintain cooperative relationships with all other components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social services agencies.
- Conduct staff meetings and communicate operational status and relevant information to supervisors and staff. Travel to divisional office regularly to assess and evaluate activities. Identify training needs across the district.
- Assist in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- Participate in public relations opportunities which explain federal probation, parole, and other correctional services to the community.
- Confer with judges, attorneys, Clerks' Office staff, and other interested parties to interpret agency policy and procedures. Monitor community issues and events with special focus on alleviating hazardous duty incidents.
- If/as needed, perform the duties of an officer or supervisory officer.
- Perform other duties as required by the CUSPO and/or the Court.
- Perform the duties and responsibilities of the CUSPO in the CUSPO's absence and if so delegated by the CUSPO.

REQUIRED QUALIFICATIONS

A minimum of seven years of specialized experience as defined below, including at least three (3) years as a Supervisory U.S. Probation Officer, or be a current Assistant Deputy Chief U.S. Probation Officer for at least two (2) years, or be a current Deputy Chief (Type II) in the United States Probation and Pretrial system for at least two (2) years, with skill in (a) dealing with others in person-to-person work relationships, including demonstrating a high level of emotional intelligence, (b) the ability to exercise mature judgment, and (c) having a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to U.S. Probation.

JSP Grade

Years of Specialized Experience

15	Seven (7), to include three years of experience at CL 30
16	Seven (7), to include one year of experience at or equivalent to CL 31

SPECIALIZED EXPERIENCE

Progressively responsible experience is defined as experience in the investigation, supervision, counseling and guidance of federal criminal defendants or persons under supervision in a community correction or probation program. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal, or similar position does not meet the requirements of specialized experience.

PREFERRED QUALIFICATIONS

- An advanced degree in a closely related field of study and extensive leadership training.
- Knowledge of national initiatives impacting each aspect of the agency (i.e., administration, presentence, and post-conviction).
- Demonstrated ability to handle sensitive personnel matters and maintain confidence in general.
- Problem-solving skills with a high level of critical thinking capabilities.
- Excellent oral and written communication skills.
- Demonstrated project management experience with the ability to establish programs and lead change to meet organizational goals.
- Apt to exercise mature judgment and maintain a professional appearance/presence.
- Exceptional time management skills, detail-oriented, and effective multi-task capabilities.
- A willingness to be challenged and grow both personally and professionally through education, observation, experience, and constructive feedback.
- Awareness of district history, culture, as well as operations and the importance of each facet.
- Willing to delegate to and develop others while inspiring all staff and leading by example.
- Demonstrated integrity while fulfilling the district's vision, mission, and goals.

BENEFITS:

Judiciary employees serve under “Excepted Appointment” and are considered “at will” employees. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees, which include but are not limited to:

- Paid Annual Leave
- Paid Sick Leave
- 11 Paid Holidays
- Health Insurance
- Dental and Vision Insurance
- Life Insurance
- Retirement Benefits
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Pre-Tax Benefit Programs

CONDITIONS OF EMPLOYMENT

All applicants considered for the position will be required to undergo a background investigation which includes an FBI fingerprint check, as the position involves handling of confidential or highly sensitive information. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

HOW TO APPLY:

Applicants must submit a complete application packet to include all the required documents listed below in **one PDF** document:

- An up-to-date detailed resume.
- Federal Judiciary Branch Application for Employment – AO78 (which can be obtained on agency’s website at www.nyep.uscourts.gov under Job Applicants/Internships).
- Statement of interest (*not to exceed three (3) pages*) outlining the applicant's relevant qualifications, skills, and experience necessary to perform the position and why they would like to serve the Eastern District of New York in the capacity of Deputy Chief Probation Officer (Type II), as well as how their selection would benefit the district.
- Performance evaluations for the past three (3) years.
- Two professional references.
- A supplemental project will be required for candidates who are selected for the interview phase of the process. Notification of assignment will be made to candidates who have been selected to proceed in the recruitment process.

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

**All Submissions must be received by 5:00 p.m. on the closing date.
Incomplete applications will not be considered.**

Due to the volume of applications received, the United States Probation Department will only communicate with those individuals who will be selected for the supplemental project and/or interviewed for open positions.

The United States Probation Department, Eastern District of New York is not authorized to reimburse candidates for interview or relocation expenses.

The Department reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the preference date, any of which may occur without prior written or other notice.

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