



United States District Court

District of Delaware

Vacancy Announcement 26-3

Position Title: Chief U.S. Probation Officer, U.S. Probation and Pretrial Services Office

Duty Station: Wilmington, Delaware

Salary: JSP 16 (\$191,197- \$248,557)

Opening Date: February 24, 2026

Closing Date: March 24, 2026

Position Overview

The Chief U.S. Probation Officer (CUSPO) is a Court Unit Executive responsible for all aspects of the operations of the U.S. Probation and Pretrial Services Office for the District of Delaware. The Chief U.S. Probation Officer has the ultimate leadership responsibility for the U.S. Probation and Pretrial Services Office, overseeing the pretrial, sentencing, probation, supervised release, and parole services for the District of Delaware. This position is responsible for ensuring operations, budget and internal control processes and procedures comply with the Guide to Judiciary Policies and Procedures as well as local policies. This position, which reports directly to the Chief Judge, oversees a staff of approximately 17 employees, including probation and pretrial services officers, administrative and clerical staff, and serves four District Judges, one Senior District Judge and four Magistrate Judges. The Chief U.S. Probation Officer oversees the headquarters office in Wilmington and one divisional office in Dover, Delaware.

Representative Duties

- Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers and paroles.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.

- Selects and recommends candidates for appointment as probation officers to the court, and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages the law enforcement and non-law enforcement staff of the office including clerical, professional and supervisory personnel.
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and 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.
- Maintains liaison 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.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program that explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the new media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- May administer a program of pretrial services within the district.
- 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 at a JSP-16, the applicant must have a bachelor's degree from an accredited college or university, three years of specialized experience, and three years of substantial management experience post bachelor's degree.

Specialized Experience

- a. Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required.
- b. Experience in police officer, FBI agent, customs agent, marshal or similar positions, 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 provided 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-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include any of the court unit executive or type II second-in-command titles, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

Maximum Entry Age for Law Enforcement Retirement Coverage

There is no “maximum entry age” for this position; however, in order to be included under federal law enforcement retirement provisions, an individual would have to meet “maximum entry age” provisions as follows: first-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over, may be eligible who have previous federal law enforcement officer experience under Civil Service Retirement System (CSRS) or Federal Employees’ Retirement System (FERS) and who have had either a subsequent break in service or intervening service in a non-law enforcement officer position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37. For example, a candidate with five years of creditable previous law enforcement experience, the maximum entry age would be 42.

Medical Requirements- Law Enforcement

Prior to first-time appointment under the federal law enforcement retirement provision, the selectee for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable background investigation and suitability determination by the court. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at:

www.uscourts.gov. As conditions of employment, the incumbent will be subject to ongoing random drug screening, and, as deemed necessary by the court for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Desirable Characteristics (Preferred Qualifications)

Successful candidate should be a leader and motivator, have excellent communication skills, possess good judgment, and maintain a professional appearance and demeanor at all times. The ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing is required. The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines.

Benefits

The United States Probation and Pretrial Services for the District of Delaware offers a generous benefits package which includes the following:

- Paid annual and sick leave
- Eleven paid federal holidays
- Participation in the Federal Employees Health Benefits Program (FEHB)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Federal Employees Group Life Insurance (FEGLI)
- Flexible Benefits Program
- Employee Assistance Programs
- Long Term Care Insurance through the Federal Judiciary or OPM
- Federal Employees Retirement System (FERS)
- Professional Liability Insurance
- Thrift Savings Plan (TSP)- up to 5% match
- Flexible schedule options, including occasional telework
- Student Loan Forgiveness Program for Public Service Employees
- On-site fitness facility

NOTE: Some benefits require a waiting period.

Information for Applicants

Submit the completed application package in PDF format to ded_resumes@ded.uscourts.gov. The required items must be consolidated into one PDF document in the order listed below. Please list the vacancy announcement and position title in the subject line (26-3 Chief U.S. Probation Officer).

1. Cover letter
2. Resume

3. Application for Judicial Employment ([AO-78](#)). This position requires a Single Scope Background Investigation (SSBI), therefore the applicant is required to complete #19-#21 on page five of the AO-78 form
4. Three business references

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

The U.S. District Court requires employees to adhere to the Judicial Code of Conduct for Judicial Employees which is available on www.uscourts.gov.

The U.S. District Court for the District of Delaware is an Equal Opportunity Employer.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The salary for this position will be based upon experience and education in accordance with the Judiciary Salary Plan of the U.S. Courts. Advancement on the pay scale is contingent upon satisfactory performance.

This is an executive, high-sensitive position within the Judiciary that is subject to a mandatory background investigation.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be interviewed. If you are not notified by us, another candidate within the recruitment was selected.

**If you have questions regarding this announcement,
please contact Beth Mason at (302)573-4539**