



**UNITED STATES DISTRICT COURT
U.S. PROBATION AND PRETRIAL SERVICES
NORTHERN DISTRICT OF NEW YORK**

**VACANCY ANNOUNCEMENT
NO. 25-PO-07T**

**TRANSFER OPPORTUNITY
(Open to Judiciary Employees)**

OPENING DATE: August 6, 2025

CLOSING DATE: Position open until filled

POSITION TITLE: Supervisory U.S. Probation Officer, Investigations Unit

LOCATION: Albany, NY

CLASSIFICATION: Court Personnel System, Table AL, CL 29-30; Salary Range \$86,956 - \$167,042

DISTRICT SUMMARY:

The Northern District of New York (NDNY) is a combined probation and pretrial services district serving 32 counties in central and northern New York State. We have a mixture of urban and rural geography and a large, international border with Canada. Our headquarters is located in Syracuse, and we have four divisional offices in Albany, Binghamton, Plattsburgh, and Utica. The NDNY is home to the Adirondack Park, the largest publicly protected area in the contiguous United States, greater in size than Yellowstone, Everglades, Glacier, and Grand Canyon National Park combined. We are less than a half day's drive to New York City, Buffalo, and Canada.

DESCRIPTION OF POSITION:

The Supervisory U.S. Probation Officer (SUSPO) will primarily be responsible for the supervision and management of the **Investigations Unit** and will be a vital member of the NDNY management team. The chosen applicant will be responsible for the quality of work performed by probation officers in a full range of operations and services to the Court and will participate in the decision-making process affecting office operations and administration.

When necessary, the SUSPO will be expected to work extra hours, including occasional overnight travel, without additional pay or compensatory time. Depending on the needs of the office, the SUSPO may also be required to review the work of staff not assigned to his or her unit and/or staff located in other district offices. The SUSPO will report to the Deputy Chief Probation Officer (DCUSPO).

DUTIES & RESPONSIBILITIES:

The SUSPO will be responsible for all phases of the Investigations Unit's operations including, but not limited to: assignment of work, review of work, quality control of pretrial/presentence reports, establishment of deadlines, and adherence to existing policies/procedures. The SUSPO will be responsible for planning and scheduling job tasks, ensuring that court-imposed deadlines are met,

establishing work standards and priorities, and coordinating and overseeing the day-to-day operations of the unit. This position requires the SUSPO to confer regularly with staff to provide direction and assistance in order to properly meet the needs of the Court; to improve officers' performance, skills, and career growth; and to evaluate and address performance, conduct, and time policy issues. The SUSPO will be responsible for managing/approving time and attendance; reviewing travel logs/vouchers; completing performance evaluations; and fostering teamwork, commitment, and a positive work environment. Additionally, the SUSPO will facilitate team meetings; attend management and court-related meetings; assist in the development of programs and policies to increase the effectiveness of the office; maintain cooperative relationships with other agencies; and perform other duties as needed such as overseeing the work of other units. The SUSPO will assist with Law Enforcement After-Hours Emergency Contact Line coverage.

JOB REQUIREMENTS/SPECIALIZED EXPERIENCE:

- Extensive experience in preparing pretrial and presentence investigations, applying the sentencing guidelines, conducting legal research, summarizing complex legal issues, and formulating presentence recommendations. Demonstrated ability to provide guidance to officers, to the court, and to other agencies in these areas of expertise. Experience as a Sentencing Guidelines Specialist is preferred but not necessary.
- Excellent written and oral communication skills. Demonstrated ability to organize/prioritize work and to perform under pressure with limited supervision while exercising sound discretion. Demonstrated ability to relay complex information and policies appropriately and effectively.
- Thorough knowledge of Administrative Office and Judicial Conference policies and procedures as set forth in the Guide to Judiciary Policies and Procedures regarding the areas of pretrial and presentence investigations.
- Demonstrated ability to successfully work with a variety of individuals including judicial officers, attorneys, and defendants.
- Commitment to the success of the agency and a demonstrated desire to solve problems through collaborative relationships.
- Strong leader, ethical and accountable, with a strong ability to mentor and teach experienced and new officers.
- Strong desire to foster the relationships needed to lead a team of employees in a positive work environment. Knowledge of the principals of management and the ability to understand and apply the managerial policies applicable to the office.
- Compliance with the Code of Conduct for Judicial Employees and with other court confidentiality requirements. Ability to consistently demonstrate sound ethics and mature judgment. Ability to apply complex policies when making decisions. A strong commitment to continuing education and following the vision of the U.S. Probation System and its Charter for Excellence.

QUALIFICATIONS & SALARY:

To qualify for the position of Supervisory U.S. Probation Officer at a CL-30, applicant must possess the following:

- 1) Completion of a bachelor's degree from an accredited college or university;
- 2) three years of specialized experience (defined below), including at least one year as a probation/pretrial services officer in the U.S. Courts; and
- 3) progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain: a) skill 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 management and the ability to understand the managerial policies applicable to U.S. Probation. If appointed at CL-29, the incumbent is eligible for non-competitive promotion to CL-30 after one year, pending on acceptable job performance.

Candidates must have a history of meeting all probation/pretrial services officer job performance standards and may not be under a performance or work improvement plan. The chosen candidate will be subject to random drug screening and background re-investigations every five years.

APPLICATION PROCESS:

Individuals interested in being considered for this position are asked to submit:

1. An application letter which outlines your professional qualifications, skills, and experience as it relates to the position, specifically addressing pretrial and presentence investigations.
2. A current resume.
3. A completed AO-78, Application for Federal Judicial Branch Employment (submitted via the applicant system).
4. A one-page summary that outlines your management philosophy and how your personal values align with our Charter for Excellence.

To apply, visit our applicant tracking system at: <https://forms.nynd.uscourts.gov/recruitment/>

The U.S. Probation Office for the Northern District of New York reserves the right to modify or withdraw this vacancy announcement, or to fill the position at any time during the recruitment process, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

If an applicant fails to provide the required documents, the application will be incomplete and may not be considered.

The U.S. Probation Office will provide acknowledgement of received applications. Further communication will be limited to those applicants chosen for additional screening and/or interviews.