

**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF WEST VIRGINIA**

EMPLOYMENT OPPORTUNITY

Position:	Chief U.S. Probation Officer	Announcement #:	26-PO-03
Appointment Type:	Full-time; Regular	Duty station:	Charleston, WV
Starting Salary:	JSP 15 – 17: \$147,945 - \$230,842 per year		
Promotion Potential:	JSP 17, without further competition		
Opening Date:	August 12, 2026		
Closing Date:	Open until filled. Applications received by August 24, 2026 , receive first consideration.		
Open To:	All qualified applicants		

JOB SUMMARY

The U.S. District Court for the Southern District of West Virginia seeks a qualified applicant to fill the position of chief probation officer. The chief probation officer is appointed by the chief judge and serves at the pleasure of the Court. The incumbent administers and manages federal probation and pretrial services within the Southern District of West Virginia. The Southern District of West Virginia serves 23 counties and has points of holding court located in Beckley, Bluefield, and Huntington, with the main office located in Charleston, West Virginia. The court is comprised of five active Article III judges, one senior Article III judge, and three full-time magistrate judges.

The chief probation officer is under the administrative direction of the chief judge of the district court and is directly responsible for the administration of the consolidated probation and pretrial services office (herein after Probation Office). The probation office consists of 36 employees and shares administrative services staff with the Clerk's Office.

We are part of the judicial branch, one of the three separate branches of the federal government. We independently set our own employment policies, such as remote work and performance management.

REPRESENTATIVE DUTIES

- Manages the probation office to ensure expeditious handling of investigative pretrial and probation work for the Court and the effective case supervision of probationers and those on supervised release.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Sentencing Guidelines requirements for the administration of probation and supervised release services; develops and enforces policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the Court 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; ensures all

personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.

- Manages the staff of the office including all technical, professional, administrative, and supervisory.
- Manages and oversees the budget; projects personnel, space allocation, and operating needs; oversees and is responsible for providing adequate space, equipment, and supplies for the operation of the office; 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.
- Provides strategic leadership and establishes short- and long-range organizational priorities consistent with the mission of the Court and the Probation Office; leads organizational change, develops future leaders, and promotes effective succession planning throughout the office.
- Uses workload statistics, operational data, outcome measures, and other reliable information to evaluate office performance, allocate resources, identify emerging needs, and support continuous improvement.
- Provides executive oversight of information technology, cybersecurity, records management, data governance, and the responsible evaluation and implementation of emerging technologies.
- 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 open communication with the chief judge; other judges; and the clerk of court; makes specific recommendations regarding court-related criminal justice issues, with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains effective working relationships with the Administrative Office of the U.S. Courts, the Federal Judicial Center, other court units, and national and circuit-level probation and pretrial services organizations.
- 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.
- Fosters a professional, accountable, collaborative, and respectful workplace; promotes employee engagement, transparent communication, professional development, and meaningful opportunities for advancement.
- Develops and maintains a public relations program that explains probation, supervised release, and other correctional services to the community; assumes responsibility for communication with the news media.
- Identifies, justifies, and advocates for staffing, budgetary, technological, facility, and other operational resources necessary to fulfill the office's mission.
- Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of probation officers or supervising probation officers.
- Performs related duties as required by the Court.

REQUIRED QUALIFICATIONS

To qualify for the position at JSP 15 or 16, an applicant must possess a bachelor's degree from an accredited college or university and possess at least three years of progressively responsible specialized experience gained after the bachelor's degree was granted.

To qualify for the position at JSP 17, an applicant must possess three years of progressively responsible specialized experience and three years of substantial management experience, gained after the bachelor's degree was granted. Three years of specialized experience is mandatory and does not permit any substitutions.

Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or probation/pretrial programs and is required. Experience as a 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 is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization, including 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.

COURT-PREFERRED SKILLS

The following additional qualifications, skills, and experience are preferred, but not required:

- Demonstrated commitment to fostering an organizational culture that recognizes United States Probation Officers as neutral arms and agents of the Court, respects the Court's constitutional and institutional role, preserves appropriate impartiality and independence from the parties, and promotes public confidence in the fair and evenhanded administration of justice.
- Demonstrated ability to evaluate and implement technology that improves efficiency, security, decision-making, and service delivery while protecting confidential and sensitive information.
- A record of exceptional integrity, sound judgment, discretion, professionalism, and the ability to maintain the confidence of the Court, employees, justice-system partners, and the public.
- Demonstrated ability to advise judges and court leadership concerning complex operational, personnel, budgetary, policy, sentencing, supervision, and criminal-justice matters.
- Significant experience managing complex personnel matters, resolving workplace conflict, addressing performance concerns, and making difficult decisions fairly, promptly, and consistently.
- A graduate degree in a closely related field received from an accredited university.
- Previous management/leadership experience, education, or training relevant to U.S. Probation Office operations including the equal acknowledgement and leadership of its three units: Pretrial Services, including supervision, Presentence Unit, and Post-Conviction Supervision.
- Substantial/high-level management experience in financial management, oversight of information technology and human resources functions, and experience in long- and short-range planning.

- Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Substantial knowledge of and experience in the operations and management of federal probation and pretrial services.
- Excellent organizational leadership and management skills.
- Knowledge of federal judiciary strategic direction, policies, and procedures. Knowledge of the U. S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.
- Knowledge of evidence-based and re-entry initiatives which clearly link to current and future operations and activities.

NOTICE TO APPLICANTS

The successful candidate will be required to submit to a background investigation that includes a drug screen, FBI fingerprint check, a credit check, tax check, and a seven-year background investigation with periodic updates every five years.

The United States Probation Office is part of the Judicial Branch of the United States government. A paid employee of the United States federal government must be a U.S. citizen or eligible to work in the United States (see full citizenship requirements [here](#).) Judiciary employees serve under excepted appointments (not civil service) and are “at-will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees, which is available to applicants to review upon request.

There is no “maximum entry age” for this position. However, to be included under federal law enforcement officer (LEO) 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 37 or older with previous federal hazardous duty experience under the Civil Service Retirement System or the Federal Employees’ Retirement System may be eligible for appointment.

There is no medical examination required for this position. However, a first-time appointment under the federal law enforcement officer (LEO) retirement provision, will undergo a medical examination. Specific details of these requirements under law enforcement officer retirement provisions are available on the U.S. Courts web site: [Law Enforcement Officer Provisions](#). Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally, pending a favorable background investigation and suitability determination by the Court.

EMPLOYEE BENEFITS

This position is covered by the Judiciary Salary Plan and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 11 paid holidays per year
- Participation in the Federal Employees’ Retirement System (FERS) and Social Security
- Thrift Savings Plan (retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program

- Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses)
- Professional Liability Insurance Reimbursement
- Periodic salary increases
- Learning and Development Tuition Assistance
- Public Service Loan Forgiveness ([PSLF](#))
- Onsite physical fitness facility

HOW TO APPLY

Qualified applicants are invited to submit the following in **one PDF document**:

- Cover letter of no more than two pages that outlines your management philosophy and addresses the knowledge, skills, and experience you possess to perform the duties of the Chief Probation Officer,
- Current résumé, and
- Completed Form [AO-78 Application for Judicial Branch Employment](#) (Completion of Optional Background Information section, #19-21 **is** required).

Application packets should be submitted via email to Korin_Parsons@wvsc.uscourts.gov, referencing vacancy **#26-PO-03 Chief Probation Officer** in the subject line. To receive first consideration, application materials must be received by **August 26, 2026**. Only applicants selected for interview will be contacted. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States Probation Office is an equal opportunity employer and values diversity, equity, and inclusivity in the workplace.

The U. S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.
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