



**United States District Court
District of Wyoming**

Probation and Pretrial Services

**VACANCY ANNOUNCEMENT
2026-01**

POSITION TITLE: Supervisory United States Probation and Pretrial Services Officer

SALARY RANGE: CL 29/01 to 30/61 (\$85,141 to \$163,535) based on qualifications (promotion capability to CL 30 without further competition)

APPOINTMENT TYPE: Full time

DUTY STATION: Cheyenne, Wyoming

OPENING DATE: January 2, 2026

CLOSING DATE: January 19, 2026, by 5 p.m. MST

AREA OF CONSIDERATION: Current U.S. Probation & Pretrial Services Officers

INTRODUCTION:

The Supervisory Probation/Pretrial Services Officer performs supervisory work related to the full range of probation or pretrial services officer law enforcement duties. The Supervisory Probation/Pretrial Services Officer primarily directs law enforcement officers assigned to the monitoring, investigation, and supervision of offenders/defendants. The incumbent also supervises certain technical and administrative staff. ***This position will initially be assigned to the supervision unit,*** subject to change based upon district needs.

REPRESENTATIVE DUTIES:

A Supervisory United States Probation and Pretrial Services Officer performs duties and responsibilities such as the following:

- Supervise professional law enforcement, technical, and support staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions. Confer regularly with staff to provide direction and assistance in case situations and with general operational procedures. Receive, prioritize, and assign work to staff, ensuring that work is assigned fairly and equitably. Monitor time and attendance and evaluate and approve leave requests. Provide training and orientation for new staff members. Serve as a resource for officers and other staff to assist with performing work successfully and efficiently. Develop and implement training programs for officers and staff. Make recommendations regarding new hires, personnel actions, and terminations.
- Review and edit written work, including case plans, correspondence, and reports submitted to the court. Ensure that recommendations made by officers to the court adhere to local and national policy and guidelines. Ensure adequate coverage for office activities, court appearances, etc.

Conduct audits and reviews of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.

- Develop recommendations and advise the court on appropriate issues. Assist senior managers in the formulation and modification of office management policies. Assist in monitoring the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring that contract terms are met, and related activities.
- Communicate and respond to management requests regarding case operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising offenders/defendants.

REQUIRED COMPETENCIES (Knowledge, Skills and Abilities):

- Demonstrate knowledge of the roles and functions of the federal probation and/or pretrial services office, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Display knowledge of the roles, responsibilities, and relationships among the state and federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations. Exhibit an understanding of how other judicial processes and procedures relate to officers' roles and responsibilities.
- Display knowledge of federal law and the criminal justice system particularly as it relates to federal probation, pretrial services, and parole policies and procedures. Demonstrate knowledge of surrounding communities and available community resources. Display skill in investigative techniques and in investigating offenders'/defendants' backgrounds, activities, and finances, and determining the legitimacy of their income. Exhibit an understanding of the Bail Reform Act, sentencing guidelines, statutes, Federal Rules of Criminal Procedure, applicable case law and changes in the law.
- Demonstrate skill in analyzing and summarizing legal concepts and issues, legal reasoning, and critical thinking. Display skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Applicant should exhibit skill in counseling offenders/defendants to maintain compliance to conditions of their release. Display skill in evaluating and applying sentencing guidelines. Demonstrate the ability to follow safety procedures. Demonstrate the ability to discern deception and act accordingly.
- Apply knowledge of supervisory and employee management principles. Ability to assume and delegate responsibility, inspire confidence, secure cooperation, and serve as a member of a team. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem-solving skills when managing conflicts in the workplace.
- Display the ability to effectively represent the probation/pretrial services unit among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.
- Demonstrate skill in the use of automated equipment, including word processing, spreadsheet, database applications, and applicable automated systems, websites, and other computer-based systems used by the court. Possess above average knowledge of PACTS and DSS reports and data to analyze and guide the work of officers. Applicant must show an ability to use data to assess

trends and ensure evidence-based practices. Display the ability to manage new local and national applications. Use computer software, internet, and automated systems to perform record checks, track detection test results, conduct research, compile criminal history information, and complete similar activities.

- Exercise sound judgment, maintain confidences, foster high ethical standards, and demonstrate leadership qualities, flexibility, and integrity in meeting the office's vision, mission, and goals. Demonstrate an understanding of the Charter for Excellence and exemplify such in day to day behavior.

QUALIFICATIONS:

Must be a current judiciary employee. To qualify for the position of Supervisory U.S. Probation Officer, applicants must be a U.S. citizen and possess a bachelor's degree from an accredited college or university in a related field of study. For placement at CL 30, the selected applicant must have three years of specialized experience, including at least one year as a CL 29 Probation or Pretrial Services Officer in the U.S. Courts. For placement at a CL 29, the selected applicant must have three years of specialized experience, including at least one year as a CL 28 Probation or Pretrial Services Officer in the U.S. Courts.

Specialized Experience: Specialized experience includes progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse/addiction treatment. This experience must include 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 the U. S. Probation Office.

PREFERRED QUALIFICATIONS (Court Preferred Skills):

The successful applicant must have excellent writing skills. The ideal candidate may also possess the following preferred skills:

- Be skilled and knowledgeable about national initiatives impacting all disciplines within Probation & Pretrial Services.
- Have contributed to our system via participation in national workgroups or committees sponsored either by the Federal Judicial Center or the Office of Probation and Pretrial Services.
- Have a thorough understanding of DSS and demonstrate how he or she has used DSS reports to problem solve.
- Knowledge of evidence-based practices (to include re-entry programming) and skilled in their application. A good understanding of program and service policies and procedures is essential to support decisions and to exercise good judgment. Must be a perennial learner with the desire to be an expert in our changing field.
- Completion or currently enrolled in the Federal Judicial Center's Leadership Development Program.
- Be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.
- Demonstrated leadership by showing initiative to engaging in project management and establishing programs which help to achieve an organization's mission and vision.
- Demonstrated the ability to organize, oversee, and complete multiple projects simultaneously with limited supervision.

APPLICATION PROCESS:

To apply for this position, qualified candidates are **required** to email the following application materials as a single PDF attachment (one attachment) **in the following order**:

1. Cover letter explaining how your professional experience qualifies you for this position, why you are interested in this position, and what qualities or strengths you will bring to the position. Additionally, please answer the following questions:
 - a. What is your management style or philosophy, and why do you believe it is effective?
 - b. What have you done in the past five years to develop your professional skills, and describe what you believe to be your greatest professional attribute?
 - c. What do you consider your most significant contributions to your district?
 - d. What aspects of this position do you think will pose the greatest challenges for you, and how would you prepare yourself to respond to these challenges?
2. Current resume
3. Completed [AO Form 78](#) (Application for Judicial Branch Employment)
4. Two last performance evaluations

Title the pdf document as follows: Last Name – First Name – 2026-01

Submit completed application packets via e-mail (single document in .pdf format) no later than 5:00 p.m. Mountain Time on January 19, 2026, to: hr@wyp.uscourts.gov.

The U.S. Probation Office is an Equal Opportunity Employer.