

# UNITED STATES PROBATION OFFICE

Southern District of Georgia

Deputy Chief U.S. Probation Officer – Type II

Vacancy Announcement # 26-06



Posting Date:	04/15/2026	Salary:	\$ 125,776 - \$209,600*
Closing Date:	05/15/2026	Location:	District Wide
Type:	Permanent Full-Time	Classification Level:	JSP 14-16

## Introduction

The United States Probation Office for the Southern District of Georgia has an immediate opening for a full-time Deputy Chief U.S. Probation Officer – Type II. This position is a high-level management position and is second in command to the Chief Probation Officer. The incumbent will be expected to work in Savannah 3 days a week. This position has a full performance level of JSP-16.

## Job Summary

The Deputy Chief Probation Officer assists the Chief in directing and managing all operations of the U.S. Probation and Pretrial Services Office. The incumbent oversees staff and programs related to supervision, investigations, and specialized services, ensuring compliance with federal policies and evidence-based practices. Responsibilities include managing daily operations, supporting budget and resource allocation, implementing policies, and promoting effective workforce performance. The Deputy Chief serves as a liaison to the court and external partners, supports strategic planning and program development, and acts on behalf of the Chief in their absence to ensure continuity of operations and mission effectiveness.

## Representative Duties

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the courts, and the effective supervision of offenders and defendants on release.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of probation, parole, and pretrial policies in the district.
- Assists in the selection of professional and clerical personnel for appointment.
- Participates in systematic analysis of performance for all subordinates.
- Supervises office staff including all clerical, professional, supervisory, and administrative personnel; pays particular attention to travel, leave, and scheduling of work hours.
- Assists in establishing and maintaining cooperative relationships with other U.S. Probation Offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system, including federal, state, and local law enforcement, and correctional and social service agencies.
- Assists in promoting and maintaining conditions that encourage staff loyalty, enthusiasm, and morale.
- Interprets and applies the Guide to Judiciary Policies and Procedures, statutes, and relevant case law.
- Identifies training needs within the district.

- Participates in public relations to help educate the community concerning the work of the office.
- Confers with judges, attorneys, and other stakeholders to interpret office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Occasionally performs the duties of a probation officer or supervisory probation officer.
- Performs the Unit Executive duties in the absence of the executive.
- Assists in developing, administering, executing, and monitoring the budget. Assists in certifying financial transactions of the office.
- Performs other duties as required by the Chief Probation Officer and the Court.

## Minimum Qualifications

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### **Educational Requirements**

Bachelor's degree from an accredited college or university.

### **Specialized Experience**

Applicants must possess at least six (6) years of progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in probation, pretrial, or community corrections programs to qualify at the JSP 14 level, and at least seven (7) years of such experience to qualify at the JSP 15 and JSP 16 levels. Experience in closely related 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 positions—other than any criminal investigation experience—does not meet the requirements of specialized experience.

*Specialized experience must be earned after the bachelor's degree has been granted.* At least one year of the experience must be at or equivalent to a JSP 13 or CL 29. Experience working as a manager/supervisor within the Federal Probation office is highly preferred.

## Preferred Qualifications

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Previous management/leadership experience, education, or training relevant to U.S. Probation & Pretrial Services operations, with substantial knowledge of and experience in the operations and management of supervision services and court services, including policies and procedures.

Excellent analytical and writing skills, including the ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.

Excellent organizational leadership and management skills. Extensive knowledge of federal judiciary policies and procedures, U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure. Current knowledge of evidence-based practices, including relevant research and emerging trends, which clearly link to current and future operations and policies.

## Procedures for Applying

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After reviewing the job description and qualifications, qualified candidates are required to submit the following in **one pdf document**:

- A letter of interest, no more than 3 pages, which includes a detailed narrative statement addressing: a) your leadership philosophy; b) why you want to lead; and c) the knowledge, skills and experience you possess that would assist you in performing the duties of Deputy Chief.
- A detailed resume
- A list of at least three professional references
- For external applicants only - a completed AO78 (available at [www.gasp.uscourts.gov](http://www.gasp.uscourts.gov));

Please submit the above documents in one PDF via email to [GAS\\_PERMGR@gas.uscourts.gov](mailto:GAS_PERMGR@gas.uscourts.gov) by COB on May 15, 2026.

*The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. 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 select a candidate from the original qualified applicant pool.*

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