

# UNITED STATES PROBATION OFFICE

Southern District of Georgia

Supervisory U.S. Probation Officer - Presentence

Vacancy Announcement # 25-02



Posting Date:	12/4/2025	Salary:	\$ 84,284 - \$161,910
Closing Date:	12/19/2025	Location:	Savannah or Brunswick
Type:	Permanent Full-Time	Classification Level:	CL 29-CL 30
Area of Consideration:	Internal Employees	Entrance on Duty:	TBD

## Introduction

The United States Probation Office for the Southern District of Georgia has an immediate opening for a full-time Supervisory U.S. Probation Officer in the presentence unit. The incumbent is hired by the Chief Probation Officer and works directly for the U.S. Probation Office.

## Job Summary

This position is in Savannah or Brunswick and has promotional opportunity to the CL-30 level. The supervisor is responsible for the work of the officers assigned to presentence related work. The supervisor will be responsible for the quantity and quality of all presentence services. The supervisor is expected to perform the duties and responsibilities of the position with wide latitude and independent judgment. The implementation and performance of the duties will be directly supervised by the Deputy Chief.

## Representative Duties

- Supervise professional law enforcement officers in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions. May include supervising staff off site, which would require travel, including overnight travel, as needed. 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.
- Assigns all investigations, coordinates resources of unit to meet demands, and establishes schedules and deadlines for completing work. Utilizes DSS reports, PACTS and other data to ensure equitable distribution of work and compliance with National and local policies. Reviews and evaluates all work in the unit including presentence investigation reports, case records, and correspondence to ensure maintenance of service delivery and adherence to existing policies, procedures, and guidelines. Utilizes Evidence Based Practices when making recommendations to the Court. Conducts field work as required by policy.
- Assists probation officers in meeting the needs of clients with complex problems and circumstances; provides leadership in development of sentencing alternatives, utilization of community resources, and application of

professionally sound case management principles.

- Assumes the responsibility for case handling of emergency situations in the absence of probation officers. Conducts unit staff meetings to identify operational problems and to develop appropriate solutions. Attends and participates in Leadership Team Meetings. Disseminates information. Evaluates the performance of the probation officers in the unit on a systematic and regular basis.
- Responsible for staff relationships and morale within the unit, encouraging loyalty and enthusiasm; maintains a supportive atmosphere for staff utilization of management personnel and resources. Serves as a major communication catalyst and link between line staff and the administration, assuring implementation of administrative direction while concurrently providing information to the chief probation officer for future administrative action.
- Assumes responsibility for and monitors the content, quality, and timely completion of all unit work. Reviews and audits work performed by employees and takes corrective action when necessary. Develops understanding and cooperative relationships with other law enforcement, stakeholders, and community service agencies.

### Work Environment/Physical Demands

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with persons who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur). The duties of probation and pretrial services officers require the investigation and management of alleged criminal persons or convicted persons who present physical danger to officers and to the public. In the supervision, treatment, and control of these persons, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. The incumbent's work requires training with firearms and live ammunition under a variety of scenarios in various locations. Firearms practice and qualifications generally occur outdoors where weather is not always advantageous. The selectee will be required to work in the Savannah office 2 to 3 days each week if stationed outside Savannah, and travel to other divisional offices may also be required.

### Required Competencies

- Demonstrate knowledge of the roles and functions of the federal probation office, including knowledge of the legal requirements, practices and procedures used in probation.
- Display knowledge of federal law and the criminal justice system particularly as it relates to federal probation. Demonstrate knowledge of surrounding communities and available community resources. Display skill in investigative techniques and in investigating defendants' backgrounds, activities, and finances, and determining the legitimacy of their income. Demonstrate a solid understanding of sentencing guidelines, federal 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 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. 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 probation among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, troubleshooting, 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, and database applications, and applicable automated systems, websites, and other computer-based systems used by the court. 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.

## Minimum Qualifications

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- Three years of specialized experience, which must include two years' experience as a U.S. Probation Officer with at least one year as a CL 28. (Please note that for applicants currently at the CL 28, if selected for promotion, our compensation program requires that the employee must be a CL 29 for a year before being promoted to the CL 30).
- Specialized experience is defined as progressively responsible administrative, technical, professional, supervisory, or managerial experience which provided an opportunity to gain (a) the skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, and (c) the 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.
- An in-depth knowledge of guideline application and presentence techniques/practices.
- Previous three evaluations must indicate that you met standards in all workplace and officer competencies.

## Preferred Qualifications

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- Two years' experience in presentence.

## Procedures for Applying

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After reviewing the job description and qualifications, please prepare the following:

1. Letter of interest explaining how your professional experience qualifies you for the position. It should not exceed three pages. Please answer the following questions:
  - What is your management style or philosophy, and why do you believe it is effective?
  - What have you done in the past three years to develop your professional skills, and describe what you believe to be your greatest professional attribute?
  - What do you consider your most significant contributions to your district?
  - 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. Resume

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 December 19, 2025.

*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.*