



VACANCY ANNOUNCEMENT U.S. PROBATION OFFICE WESTERN DISTRICT OF NEW YORK

Address: 2 Niagara Square, Buffalo, NY
100 State Street, Rochester, NY

Website: www.nywp.uscourts.gov

Position Chief U.S. Probation Officer
Vacancy 25-10
Duty Station Buffalo, New York
Salary \$206,320-\$238,944

Overview

The U.S. District Court, Western District of New York, one of the nation's busiest federal trial courts, is seeking a dynamic and energetic executive to succeed the incumbent who is retiring. This is a full-time, permanent, highly visible executive position. The selected candidate will be expected to provide strong leadership to the hard-working Probation staff.

The Chief U.S. Probation Officer (CUSPO) is appointed by the Court. The CUSPO manages the federal pretrial, sentencing, probation, supervised release, and parole services for the District. This executive position includes responsibility for compliance with the Court's Employment Dispute Resolution Plan. This is a high-level management position which functions under the direction of the Chief U.S. District Judge.

Representative Duties

- Organizes the Probation Office to ensure expeditious handling of investigative work for the Court, institutions, and parole authorities, including the preparation of presentence investigations (PSIs) and the case supervision of defendants, probationers and parolees/supervised releasees;
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Sentencing Commission advisory sentencing guideline requirements for sentencing hearings and the administration of pretrial, probation, and supervised release services; promulgates policies, procedures, and guidelines necessary to meet these requirements;
- Maintains liaison with the Chief Judge and other judges; makes specific recommendations regarding policies, procedures, guidelines, standards, and court-related criminal justice issues with emphasis on matters related to sound sentencing practices;
- Selects and recommends candidates for appointment as probation officers to the Chief Judge, and appoints all nonofficer personnel; approves personnel matters including promotions and salary increases; with Court approval, makes recommendations on disciplinary actions and dismissals;
- Manages office staff; ensures all personnel are carefully selected and adequately trained; provides qualitative and quantitative measures of work performance; assures accountability; establishes and administers training programs to ensure high-quality and consistent staff development;



Important Dates

Position Available: 01/01/2026

Application Deadline: 09/05/2025

How to Apply

Submit a cover letter including administrative experience as it relates to staffing, budget and project management; management philosophy; oversight of human resources, procurement, budget, finance, and information technology functions; and the depth of management experience, leadership achievements, and future leadership goals.

Include a resume detailing the years of specialized managerial experience, dates of employment, salary history, functions and number of personnel managed. Provide contact information for three professional references.

Please submit the cover letter, resumé, contact information for three professional references, and AO78 Application for Judicial Branch Federal Employment (available at www.uscourts.gov) as a single PDF attachment by email to:

applications@nywd.uscourts.gov subject line "Chief U.S. Probation Officer No. 25-10." Save the documents as one PDF, using your firstname_lastname. **Applicants are required to complete the AO78, page 5, Optional Background Information.**

Representative Duties (continued)

- Maintains communication of pertinent information at all levels; delegates decision-making responsibility at appropriate levels;
- Promotes and ensures a safe and harassment-free work environment; fosters conditions that encourage staff commitment, enthusiasm, and positive morale;
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies;
- Formulates the annual budget and manages all federal appropriated funds subject to Court approval;
- Establishes and maintains cooperative relationships with other probation and pretrial services offices and with all components of the criminal justice system, including federal, state, and local law enforcement and correctional and social services agencies;
- Oversees the solicitation and implementation of contractual services for substance abuse and mental health treatment of persons under supervision;
- Oversees the district programs regarding firearms, offensive response tactics, and staff safety; administers a program of pretrial services;
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Develops and maintains a public relations program; assumes responsibility for communication to the news media; monitors community events and issues with special attention on alleviating hazardous office and field incidents;
- Occasionally, may perform the duties of probation officers or supervising probation officers; and
- Performs related duties as required by the Court.

Qualification Requirements

- A bachelor's degree from an accredited college or university
- Three years of progressively responsible specialized experience
- Three years of substantial management experience

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required. Unless criminal investigation duties are routinely performed, experience as a police officer, FBI agent, customs agent, marshal, or any similar position does not meet the requirements of specialized experience.

Substantial Management Experience

Substantial management experience is high-level administrative experience that provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning.

Preferences

Preference will be given to candidates who possess the following:

- A master's degree or law degree;
- Substantial knowledge of, and experience in, the operations and management of federal probation services;
- Knowledge of Federal Judiciary strategic plans, policies and procedures; the U.S. Sentencing Guidelines, applicable statutes and case law; and Federal Rules of Criminal Procedure; Knowledge of evidence-based practices and re-entry initiatives which clearly link to current and future operations and activities;

Preferences (continued)

- An understanding of the Judiciary's decentralized administrative model;
- Ability to interact and communicate effectively with judges, the legal community, law enforcement, corrections, and service providing agencies;
- Experience leading teams, managing budgets and financial plans, leading large multifaceted projects, evaluating work processes and organizational impact, re-engineering or creating new organizational models, and planning and implementing organizational change;
- Skill in using vision and innovation to lead; building confidence and inspiring others to perform at a high level; adapting to change and achieving results under challenging conditions; and
- Ability to analyze problems and develop solutions.

Background Investigation, Drug Screening, Medical Examination

This is an Executive High-Sensitive position within the Judiciary. A selected candidate who is not already employed by the Judiciary will be subject to pre-employment drug testing and a medical examination as conditions of employment. The candidate will be considered provisional pending successful completion of a ten-year, full field OPM background investigation. The individual who holds this position will be subject to random drug screening and updated background investigations every five years.

Maximum Entry Age

There is no "maximum entry age" for this position. Federal hazardous duty experience is not required. Candidates who currently hold a federal law enforcement officer (LEO) position and who accept the position of Chief U.S. Probation Officer should note that all LEO provisions, including medical requirements and mandatory retirement age provisions, remain in effect.

Benefits

Click [HERE](#) to learn more about the Judiciary's benefits.

Applicant Information

Only qualified applicants will be considered. Incomplete applications may not be considered. Only candidates selected for an interview will be notified and must travel at their own expense. All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Employees of the United States District Court are Excepted Appointments and considered At-Will employees. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees are required to use electronic funds transfer for payroll deposit. The conditions of this vacancy announcement may be modified at any time or the vacancy may be withdrawn without prior notice.

The United States Judiciary is an Equal Opportunity Employer.