



POSITION: Supervisory Probation and Pretrial Services Officer

LOCATION: Milwaukee, WI

POSTING DATE: October 29, 2025

CLOSING DATE: Open until filled; applications received by November 21, 2025, will be given priority consideration. Interviews will be conducted December 2 or December 3, 2025.

EMPLOYMENT TERMS: Permanent; full-time, subject to need and funding.

CLASSIFICATION / SALARY RANGE – Table MIL:

CL-29 to CL-30, \$88,144 to \$169,324. Salary commensurate with experience which must include experience as a Probation or Pretrial Services Officer in the U.S. Courts. Promotion potential to CL 30 is earned and does not require further competition.

CONDITIONS OF EMPLOYMENT:

U.S. Citizen or eligible to work in the United States.

Excepted Appointment and considered At-Will Employees.

Required to use Electronic Fund Transfer for payroll.

Visit our website for information on benefits and to learn more about our office:



Equal Opportunity Employer

VACANCY ANNOUNCEMENT No. 2025-6

SUPERVISORY PROBATION AND PRETRIAL SERVICES OFFICER OVERVIEW:

The Supervisory U.S. Probation and Pretrial Services Officer (SUSPO) holds an essential position within the leadership and management team in the district. Responsibilities include mentoring and leading line officers, managing officer workload, organizing, and carrying out large-scale district initiatives, and consistently supporting a collaborative work environment to successfully fulfill the mission of the district. A SUSPO must be open-minded and supportive of new processes adopted by the district. Supervisors are expected to consistently lead by example, demonstrate mature judgment, and provide technical expertise on national and local policies and procedures.

This position requires a strong understanding of all service areas (pretrial services, presentence investigations, post-conviction supervision) provided to the Court as well as the community while continuously demonstrating integrity, initiative, teamwork, creativity, and flexibility.

MISSION:

- 1) To assist the federal courts in the fair administration of justice.
- 2) To protect the community.
- 3) To bring about long-term positive change in individuals under supervision.
- 4) [Charter for Excellence](#) (click link to review)

SOCIAL JUSTICE STATEMENT:

The United States Probation and Pretrial Services Office of the Eastern District of Wisconsin is committed to promoting the fair, impartial, and just treatment of all people. We are committed to a culture where each person feels seen, heard, and supported. We oppose racism and discrimination in all of its forms and are committed to intervening when these moments occur. We agree to listen, speak up, intervene, and learn from our own mistakes in our commitment toward social justice.

EASTERN DISTRICT OF WISCONSIN:

The Eastern District of Wisconsin (ED/WI) is comprised of 28 counties located in the eastern third portion of the state, with the main office located in Milwaukee, Wisconsin and a satellite office located in Green Bay, Wisconsin. Our organization takes pride in supervising individuals based on their risk, providing thorough and informative reports and recommendations to the Court, utilizing evidence-based principles and providing resources for success. Our agency also takes pride in providing a flexible work schedule, strong office culture, and accountability of staff focusing on People, Purpose and Principles. Staff wellness is a priority. We offer an on-site fitness center as well as activities based on the eight dimensions of wellness throughout the year.

REPRESENTATIVE DUTIES:

- Supervise law enforcement, technical and/or 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.
- Develop and implement training programs for officers and staff. 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. Make recommendations regarding new hires, personnel actions, and terminations.
- Assist the probation office in its continued efforts of creating an outcome-based learning organization that taps human potential through dialog, accountability, innovative ideas, and personal and professional growth.
- 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.
- Work with other supervisors, deputy chief, and chief probation officer to develop programs, policies, and initiatives that increase the effectiveness of the office. Work with staff to ensure a thorough understanding of national and local policies.
- Assist staff members with negotiating terms of contract agreements, providing oversight of procurement process for treatment services, monitoring and evaluating the work of vendors and contractors, 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. Handle confidential and sensitive information appropriately.
- Perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising individuals.
- Embrace diversity among colleagues and communities served.
- Maintain knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements while demonstrating ethical behavior and sound judgement. [Code of Conduct for Judicial Employees | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/code-of-conduct)
- Model maturity and professionalism at all times hold self and others accountable for actions and standards expected by the court while fulfilling the district's vision, mission, and values.
- Perform other duties as assigned by the Chief and Deputy Chief Probation and Pretrial Services Officers.

MINIMUM QUALIFICATIONS:

Possess a bachelor's degree from an accredited college or university in a field of study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements of human relations skills involved in the possession and possess the following:

Have specialized experience that includes progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skills in developing interpersonal work relationships needed to lead a team of employees;
- Ability to exercise mature judgement and;
- Knowledge of basic concepts to understand the managerial policies applicable to the Eastern District of Wisconsin Probation Office.

Must have two years of specialized experience equivalent to a CL 28 or above including at least one year as a Probation or Pretrial Services Officer in the U.S. Courts.

Specialized Experience: Progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

PREFERRED QUALIFICATIONS:

- 1) Advanced degree in a closely related field of study.
- 2) Ability to organize, oversee and complete multiple projects simultaneously with limited supervision.
- 3) Participation and proven track record in the administrative processes through active committee memberships or special assignments.

ADDITIONAL INFORMATION:

Background Investigation, Drug Screening & Medical Standards: This position is classified as secondary law enforcement by statute and may require night/weekend and/or holiday work. As a condition of employment, subject to ongoing random and reasonable suspicion drug screenings, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

APPLICATION PROCEDURE:

To be considered for this opportunity you must submit ALL required information in **one pdf document**.

1. Cover letter addressing your skills, experience and preferred qualifications
2. Current resume including two professional and one personal reference
3. AO78 - Boxes 19-21 are required. Application for Judicial Branch Federal Employment | United States Courts (uscourts.gov)
4. Past two performance evaluations
5. Email one pdf document to: Jobs_wiep@wiep.uscourts.gov Attention – SUSPO – 25-6

Based on these submissions, the most suitable and best qualified applicants will be selected for a personal interview.

Setting goals help define our purpose by clarifying what matters to us and guiding our actions toward meaningful outcomes. Applicants invited to a personal interview will be asked to present recommended unit goals for 2026. The presentation should include justification for the goals, anticipated challenges, and potential solutions. If the presentation includes use of PowerPoint or another form of visual aid to support your delivery, please send the visual aid to Personnel Specialist Laura Flower at Laura_Flower@wiep.uscourts.gov one business day prior to your interview. The presentation should not exceed 15 minutes.

Only qualified applicants will be considered for this position. The U.S. Probation and Pretrial Services Office will only communicate with those individuals who will be invited for personal interviews on Tuesday, December 2, 2025, or Wednesday, December 3, 2025, in Milwaukee. More than one position may be filled with this announcement.

The U.S. Probation and Pretrial Services Office will not reimburse candidates for interview or relocation expenses.

This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interviewing process, please notify the local human resources representative in the e-mail sent with your application packet. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. Probation and Pretrial Services 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, the Chief U.S. Probation and Pretrial Services Officer may select a candidate from the original qualified applicant pool without reposting the position.