



Career Opportunity Number: 2025-001

POSITION TITLE: Deputy Chief Probation Officer II
POSITION LOCATION: St. Thomas, VI
OPENING DATE: November 3, 2025
CLOSING DATE: December 1, 2025
JOB CLASSIFICATION/GRADE: JSP 14
SALARY RANGE: \$124,531- \$161,889 plus Cost-of-Living Allowance currently set at 11.88%

POSITION OVERVIEW

The Deputy Chief Probation Officer is a member of the executive management team and reports directly to the Chief U.S. Probation Officer. The incumbent is responsible for performing a full range of managerial and supervisory duties related to the administration of investigation and supervision functions and will provide other needed administrative and management services. The position provides leadership in developing, directing, and implementing programs, policies, and initiatives that support the goals and objectives of the services provided to the Court. In collaboration with the Chief Probation Officer, the incumbent contributes to the development of an outcome-based organization that promotes effective communication, accountability, innovation, and the continuous professional development of staff.

The Deputy Chief Probation Officer is considered hazardous duty, which may require irregular work hours, to include nights, weekends, and holidays. The Deputy is the second-in-command and serves in the Chief's capacity during absences of the Chief. A strong collaborative relationship is required. The incumbent may be expected to travel to the main office in St. Croix.

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. In-person interviews will be required for this position. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses.

The United States Probation Office reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool. We appreciate your interest in employment with our district.

U.S. Probation Office District of the Virgin Islands

WEBSITE: [VIP.USCOURTS.GOV](http://vip.uscourts.gov)
PHONE: (340) 774-4821

"Our mission is to provide support to the Court and ensure public safety, by reducing risk to the community, through effective supervision, which includes providing treatment and community services, that aid in the reduction of recidivism, and bring about positive change in the lives of those we serve."

CONDITIONS OF EMPLOYMENT:
U.S. Citizen or eligible to work in the United States.

Required to use Electronic Fund Transfer for payroll.

The United States Probation Office requires employees to adhere to a Code of Conduct for Judicial Employees

Equal Opportunity Employer

HOW TO APPLY

Email the following in a single PDF file to usviprobationjobs@vip.uscourts.gov:

- (1) Cover Letter
- (2) Resume (with salary history)
- (3) [Judicial Branch Application](#)
- (4) Last two performance appraisals
- (5) Two professional references (with contact information)

Please include the vacancy number of the position in the subject line of the email.

BENEFITS

The Court is a qualifying employer for Public Service Loan Forgiveness, along with available:

- Health, Dental, Vision, and Life insurance;
- Vacation, Sick Leave, and Holidays;
- Retirement (FERS);
- Thrift Savings Plan ;
- Flexible Spending Accounts for healthcare and dependent care;
- Employee Assistance Program (EAP)/Work Life Services;
- Workers' Compensation Program; and Employee Wellness Program.

REPRESENTATIVE DUTIES:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the Court, institutions, and parole authorities, and the effective supervision of defendants and offenders.
- Ensures the accountability and development of the management team and staff in the performance of their duties.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of probation and parole policies in the district.
- Assists the Chief Probation Officer in managing the district's budget.
- Assists in the management of the treatment services program.
- Assists in the selection of professional and support personnel for appointment.
- Participates in systematic analysis of performance for all subordinates.
- In consultation with the Chief, develops, leads, implements, and manages programs and projects.
- Supervises administrative work to include inventorying and ordering equipment and supplies, preparing statistical reports, and personnel papers, maintaining files and records, and disposing records.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional, and social service agencies.
- Assists in promoting and maintaining conditions which encourage staff enthusiasm, and morale.
- Recommends and develops training programs and supports training opportunities for staff; encourages, mentors, and ensures continuous professional development and learning.
- Participates in public relations which explain correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with a special focus on alleviating hazardous office and field incidents.
- Occasionally, deputy chief probation officers may perform the duties of a probation officer or supervising probation or supervising officer.
- Collaborates with key IT staff to increase agency's effectiveness through technology. Assists in planning for future technology needs and coordinates these plans with anticipated workload trends and best serves the interest of the district.
- Perform related duties as required by the Chief Probation Officer and the Court.

QUALIFICATIONS – EDUCATION & EXPERIENCE:

To qualify for a position of Deputy Chief Probation Officer Type II at JSP-14, a person must possess the following years of progressively responsible specialized experience earned after the bachelor's degree has been issued.

<u>JSP Grade Level</u>	<u>Years of Specialized Experience</u>
14	6

Specialized Experience

1. Progressively responsible experience in the investigations, supervision, counseling and guidance of offenders in community correction or pretrial programs is required.
2. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of

specialized experience.

3. Experience in police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

Education Substitutions

1. Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or
2. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

Note: A degree that relies primarily upon credit for life experience rather than academic coursework is not considered qualifying for substitution of educational experience for actual work experience under this section.

ADDITIONAL INFORMATION:

Personal Characteristics and Skills (i.e., Preferred Skills)

The District of the Virgin Islands strives to maintain and grow a productive, progressive, and positive culture. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times.

The ideal candidate will also:

- A graduate degree in a closely related field or juris doctorate.
- Previous SUSPO/management/leadership experience, education, or training relevant to U.S. Probation Office operations.
- Direct management experience in developing, implementing, and administering comprehensive results-oriented, evidence-based programs, practices, and policies for post-conviction offenders under probation or supervised release.
- Experience in budgeting (i.e., budget creation, review, and oversight) and financial management (including internal controls and internal audits), staffing, and human resource functions, long and short-range planning, and oversight of information technology.
- Have contributed to our system via participation in national workgroups and/or committees sponsored either by the Federal Judicial Center or the Office of Probation & Pretrial Services within the last seven years.
- Have a thorough understanding of PACTS and DSS and demonstrate how he or she has used PACTS and DSS reports to formulate solutions to problems. Further, he or she must demonstrate how data has been used to access trends and ensure evidence-based practices within their respective discipline (i.e., Pretrial Services, Presentence, and/or Post- conviction).
- Demonstrate the ability to assume and delegate responsibility, inspire confidence, secure cooperation, embrace diversity, flexibility, understand the importance of delivering high-quality customer service, and serve as a member of a team.
- Demonstrate how he or she has used technology, within the last three years, to improve a process within their respective discipline of the probation office.

Background Investigation, Drug Screening & Medical Standards – The aforementioned position is classified as law enforcement. As a condition of employment, incumbents will be 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. At the Chief Probation Officer's discretion, the most recent reinvestigation report completed on behalf of the applicant may be requested.