



# UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF NEW YORK

## Vacancy Announcement No. 26-01

Opening Date: November 10, 2025

Closing Date: Extended through December 5, 2025\*

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Position: **DEPUTY CHIEF U.S. PROBATION OFFICER (Type II)**  
Duty Station: Western District of New York – Buffalo or Rochester  
Salary Range: Judicial Salary Plan 14-16  
\$125,403 - \$207,500  
Promotion potential to JSP 15 and JSP 16 without further competition.  
Starting salary based on qualifications.  
Starting Date: TBD

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The U.S. Probation & Pretrial Services Office for the Western District of New York encompasses 17 counties and consists of two offices. There are four district court judges, five senior judges, and seven magistrate judges. The probation office is headquartered in Buffalo and has one division office in Rochester. The vacant position is available and may be filled from the **Buffalo or Rochester** office. Frequent travel to the other city will be required.

The Deputy Chief U.S. Probation Officer (Type II) reports directly to the Chief U.S. Probation Officer and assists the Chief in the administration and management of federal probation and pretrial services for the Western District of New York.

### REPRESENTATIVE DUTIES:

The Deputy Chief U.S. Probation Officer (Type II) performs duties and responsibilities that include but are not limited to the following:

- Participates in the organization and management of the office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of probationers and parolees.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of probation and parole policies in the district.
- Assists in formulating, implementing, monitoring, and modifying organizational policy involving collaboration with judges and other court personnel. Assist in participating and collaborating in the establishment and development of judiciary-wide policies. Interpret, apply, and ensure compliance with *The Guide to Judiciary Policies and Procedures*.
- Supervises office staff including all clerical, professional, supervisory, and administrative personnel; pays particular attention to travel, leave, and scheduling of work hours.
- Assists in the selection of professional and clerical personnel for appointment.
- Supervises administrative work to include the inventory and ordering of equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing records.
- Manages, develops, and mentors supervisory officers, specialists, and support staff, including establishing standards, evaluating performance, handling disciplinary actions, and recommending new hires, personnel actions, and terminations.
- Manages administrative aspects of office operations and determines office needs, including personnel needs, space requirements, fiscal needs, etc. Assists in estimating personnel, space allocation, travel expenses, and training. Develops office policies pertaining to personnel management, succession and aggregate planning, efficiency and effectiveness, safety, and quality control.
- Assists in developing, administering, executing and monitoring the budget. Collaborates with the Chief in budget formulation, execution and oversight. Assists in certifying financial transactions of the office.

- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Performs operational self-assessment for quality control purposes, of supervision, presentence, and pretrial units.
- Oversees quality control of the office operations including: random reviews/checks of presentence and supervision reports/duties, Probation Case Tracking System PACTS/Decision Support System (DDS) data as well as review other relevant information.
- Recommends and develops training programs and supports training opportunities for staff; encourages, mentors, and ensures continuous professional development and learning.
- Assists in developing, managing, and monitoring all staff training programs to ensure compliance with minimum standards.
- Coordinates and oversees the development, implementation, administration, and evaluation of comprehensive results-oriented evidence-based programs, practices and policies.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies. Confers with judges, attorneys, and other parties to interpret office policy and procedures. When necessary, coordinates cross-agency training and problem solving.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- As directed by the Chief Probation Officer, makes presentations regarding U.S. Probation Office mission, goals and initiatives to community groups and other invested agencies.
- Occasionally, the Deputy Chief Probation Officer may perform the duties of a probation officer or supervising probation officer.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.

**MINIMUM QUALIFICATION REQUIREMENTS:**

To qualify for the position of Deputy Chief Probation Officer, an applicant must possess the following years of progressively responsible specialized experience. This includes completion of a bachelor’s degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, sociology, human relations, or business, public administration or other related field.

JSP Grade Level	Years of Experience
14	6
15	7
16	7

**SPECIALIZED EXPERIENCE:**

Specialized experience is progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs. 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 the specialized experience. 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. Specialized experience must be earned after a bachelor’s degree has been granted.

**EDUCATIONAL SUBSTITUTIONS:**

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 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) may be substituted for two years of the specialized experience.

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

**BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS:**

The selectee will be subject to ongoing random drug screening, updated background investigations every five years and may be subject to subsequent fitness-for-duty evaluations as deemed necessary by the Chief Probation Officer for reasonable cause at any time. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request.

**APPLICATION PROCESS:**

Individuals interested in being considered for the position are invited to submit a written memorandum of interest accompanied by a resume and response to the questions listed below as part of the narrative statement to Lisa M. Janca, Human Resources Administrator, [HR@nywp.uscourts.gov](mailto:HR@nywp.uscourts.gov), by the close of business at 5:00 PM EST on December 5, 2025.

- 1. Please discuss the managerial and leadership skills that you would bring to the position and how these skills have been developed over the past year.***
- 2. How have you encouraged learning and development of employees?***

Job description and additional information can be located on our website at [www.nywp.uscourts.gov](http://www.nywp.uscourts.gov).

Applicants must be United States citizens or eligible to work in the United States. The position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior notice.

**\*All Applications previously submitted for this vacancy remain under consideration.**

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