

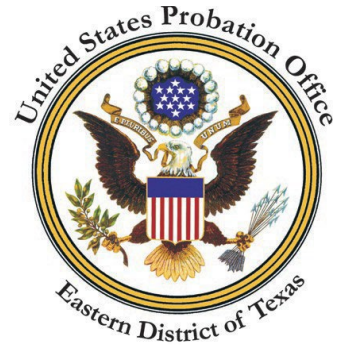
# UNITED STATES PROBATION OFFICE

Eastern District of Texas

Assistant Deputy Chief U.S. Probation Officer (Type I)

Vacancy Announcement # 26-04

External/Internal



Posting Date:	March 25, 2026	Salary:	CL 31/\$118,334-\$197,200
Closing Date:	April 24, 2026	Location:	Beaumont, Plano, Tyler, or Sherman
Type:	Full-time; Permanent	Entrance on Duty:	To Be Determined

## Introduction

The United States Probation Office for the Eastern District of Texas is currently accepting applications for an Assistant Deputy Chief U.S. Probation Officer (Type I). This individual will lead, motivate, direct, and supervise staff in various roles while serving as a catalyst for positive change. The Assistant Deputy Chief provides senior-level operational leadership, working under the direction of the Chief U.S. Probation Officer. The Eastern District of Texas serves 43 counties from north of Dallas and bordering Oklahoma, Arkansas, and Louisiana.

## Representative Duties

An Assistant Deputy Chief Probation Officer (Type I) performs duties and responsibilities such as the following:

- Works in a collaborative, team-oriented manner with all members of the Executive Leadership Team on strategic planning, performance measures, and goal setting.
- Oversees special projects as assigned by the Chief or Deputy Chief U.S. Probation Officer.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include the U.S. Sentencing Commission, U.S. Attorney's Office, the Office of the Public Defender, U.S. District Clerk's Office, and law enforcement entities at the national, state, and local levels.
- Demonstrates leadership qualities, including the ability to plan and oversee implementation of national and district programs, processes, and initiatives that involve changes in case law and statute; the adoption of new or upgraded technology products and services; and the implementation of evidence-based practices, including implementation of STARR.
- Monitors the equitable distribution of workload, using statistical reports, including those available through the Decision Support System (DSS).
- Assists in the selection and assignment of personnel.
- Participates in systematic analysis of performance for all subordinates assigned and with identifying their training needs.
- Assists in establishing and maintaining cooperative relationships with other U.S. Probation Offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Monitors high-profile cases and events that impact the community to keep the Chief and Deputy Chief U.S. Probation Officers aware of potential concerns, with a special focus on alleviating hazardous office and field incidents.
- Assists in promoting and maintaining conditions which encourage staff loyalty and enthusiasm.
- Consistently demonstrates sound ethics and good judgment.
- Complies with the Code of Conduct for Judicial Employees and court confidentiality requirements.
- Manages or assists in handling performance or conduct issues which may result in disciplinary actions.

- Assists in conducting internal investigations of personnel as required by the Chief U.S. Probation Officer and assuring confidentiality with personnel matters.
- Occasionally, the Assistant Deputy Chief U.S. Probation Officer may perform the operational and administrative duties of a Deputy Chief, Supervisory U.S. Probation Officer, or U.S. Probation Officer.
- Performs other duties as required by the Chief and Deputy Chief U.S. Probation Officer and the court.

### Work Environment/Physical Demands

Work is performed in an office setting and will require overnight travel to other offices or off-site locations.

### Qualifications

To qualify for this position, an applicant must be a current U.S. Probation Officer and must possess a 4-year degree from an accredited college or university with specialization in an accepted field of academic study, such as criminal justice, criminology, psychology, sociology, human relations or business or public administration.

### Specialized Experience

Applicants must have three years of progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in probation, pretrial, or community corrections programs. Experience in closely related 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 as a police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation, does not meet the requirements of specialized experience.

### Preferred Experience and Skills

- At least three years of supervisory or managerial experience.
- Demonstrated ability to work well with all levels of staff in a professional manner.
- Excellent oral and written communication skills.
- Ability to exercise mature, sound judgment.
- Possess significant self-management, self-awareness, and relationship management skills.
- Must have excellent time management skills, be detail oriented, and the proven ability to balance multiple tasks simultaneously and effectively.

### Information for Applicants

The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position.

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for background re-investigations and random drug screenings apply. The Chief may also review the candidate's most recent background investigation report.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

The United States Probation Office is part of the Judicial Branch of the United States Government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees.

## Procedures for Applying

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Provide only the documents requested below in a single PDF file. The file shall be named your last name and the announcement number, i.e., Smith 26-04.

1. Cover letter of no more than three pages describing how your experience relates to the duties and responsibilities as outlined in this posting, and why you are the most qualified candidate.
2. A detailed resume.
3. An AO-78, Revised 5/2024, [Application for Judicial Branch Federal Employment](#) .
4. Three professional references.
5. Three most recent performance evaluations.

Please submit the above documents in one PDF via email at [TXEP-HR@txep.uscourts.gov](mailto:TXEP-HR@txep.uscourts.gov) by COB on April 24, 2026. Failure to follow instructions and/or provide the required documentation will result in disqualification from consideration.

***Applicants interested in both the 26-04 Assistant Deputy Chief U.S. Probation Officer and the 26-05 Deputy Chief U.S. Probation Officer positions need only apply once. Please identify the position(s) you are applying for in your cover letter.***

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