

UNITED STATES PROBATION OFFICE

Eastern District of Texas

Deputy Chief U.S. Probation Officer (Type II)

Vacancy Announcement # 26-05

External/Internal



Posting Date:	March 25, 2026	Salary:	JSP 14-16
Closing Date:	April 24, 2026	Location:	Beaumont, Plano, Sherman, or Tyler
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 a Deputy Chief U.S. Probation Officer (Type II). This individual will lead, motivate, direct, and supervise staff in various roles while serving as a catalyst for positive change. The Deputy Chief is the “alter ego” of the Chief, requiring a strong collaborative relationship. The ideal candidate will have a thorough knowledge of the Federal Probation and Pretrial services system and possess extensive leadership experience. The Eastern District of Texas serves 43 counties located north of Dallas and bordering Oklahoma, Arkansas, and Louisiana.

Representative Duties

A Deputy Chief Probation Officer (Type II) 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.
- 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 district policies and procedures.
- Oversees special projects as assigned by the 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.
- Supervises administrative work, including workload distribution, and the design and use of statistical reports, including those available through the Decision Support System (DSS).
- Assists in the selection and assignment of personnel.
- Participates in the systematic analysis of performance for all assigned subordinates and identifies 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 U.S. Probation Officer 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 require disciplinary actions.
- Assists in conducting internal investigations of personnel as required by the Chief U.S. Probation Officer and assuring confidentiality with personnel matters.
- Performs other duties as required by the 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.

To qualify at JSP 14, 15, or 16, an applicant must possess the following years of progressively responsible specialized experience earned after the bachelor’s degree has been issued.

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

Specialized Experience

Applicants must have six 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.

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

Preferred Experience and Skills

- At least three years of supervisory or managerial experience.
- Experience in budget development and financial management, including internal controls.
- 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.
- Experience in procurement and/or treatment services.

- 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

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 26-05.

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 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.