



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE Eastern District of Oklahoma

POSITION	POSITION OVERVIEW& REPRESENTIVE DUTIES
Supervisory U.S. Probation Officer.	The United States Probation Office, Eastern District of Oklahoma, is accepting applications for a Supervisory United States Probation Officer. <u>Representative Duties:</u> • Supervise professional law enforcement, technical, and 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. 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. Develop and implement training programs for officers and staff. Make recommendations regarding new hires, personnel actions, and terminations. • 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. • Develop recommendations and advise the court on appropriate issues. Assist senior managers in the formulation and modification of office management policies. Assist in monitoring the work of vendors and contractors, including negotiating terms of agreement, evaluating work, 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. Abide by the <i>Code of Conduct for Judicial Employees</i> and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately. • Perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising offenders/defendants.
LOCATION	
Muskogee, OK	
SALARY/TARGET	
CL-30 (\$99,611 – \$161,910)	
OPENING DATE	
October 3, 2025	
CLOSING DATE	
Open until filled. Priority consideration for applications received by October 24, 2025.	
ANNOUNCEMENT	
No. 25-7	

QUALIFICATIONS

The incumbent must meet the qualification standards applicable to positions for the highest level of work effectively supervised (or in the case of a supervised unit involving more than one type of work having differing qualification standards, the qualification standards applicable to one of the types of work, provided that the type of work constitutes a substantial portion of the work of the unit and is not more than one level below the highest level of work effectively supervised).

Minimum Qualification Requirements:

Three years of specialized experience, including at least one year of experience at level CL 29.

Specialized Experience:

Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

MAXIMUM ENTRY AGE

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

This is a hazardous duty position and as such you will be subject to mandatory separation based on age if you are occupying this position at age 57, and you have completed the necessary 20 years of service.

CONDITIONS OF EMPLOYMENT

In that this position, if first-time appointee, will be a provisional appointment, candidates will undergo internal investigations conducted within the U.S. Probation Office.

After the internal investigation is completed and approved by the Chief Judge, applicants will receive a written offer for provisional hire. Pursuant to Judicial Conference policy, all final applicants for officer and officer assistant positions will undergo a medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. Applicants will also undergo drug screening and will also be subject to random drug screening and updated background investigations every five years.

After appointment, OPM investigations will be conducted, and if the report reflects any negative nature, as to reflect continued employment as a U.S. Probation Officer would be ill advised, employment will be terminated.

Applicants are also advised that final candidates for the position of Supervisory United States Probation Officer are subject to medical examinations. Specifically, prior to appointment the selectee considered for this position will undergo a medical examination and drug screening.

Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally pending a favorable suitability determination by the court. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

HOW TO APPLY

Candidates wishing to apply for this position must submit:

- 1.Letter of application that describes their interest in pursuing this position and how their experience relates to the stated duties, responsibilities and preferred skills and abilities of this position;
- 2.Resume with a minimum of three references and their contact information
- 3.Completed Application for Judicial Branch Employment Form AO-78
(Form can be found at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)
4. A copy of your most recent performance evaluation.

The envelope containing these documents should be marked * **Confidential** * and addressed to:

Alisa Henin, Human Resource Administrator
United States Courthouse P. O. Box 1645
Muskogee, OK 74402-1645

VIA EMAIL TO: HumanResources_OKEP@okep.uscourts.gov

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate. Applicants must be citizens of the United States or be eligible to work in the United States.

This position is subject to mandatory electronic direct deposit of salary payment.

The Probation Office provides reasonable accommodations to applicants with disabilities.

Only applicants who are interviewed in person will receive a written response regarding their application.

The United States Courts is an Equal Employment Opportunity employer.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool.