



### **Career Opportunity Number: 2026-001**

**POSITION TITLE:** Supervisory U.S. Probation Officer

**POSITION LOCATION:** St. Croix or St. Thomas, VI

**OPENING DATE:** January 26, 2026

**CLOSING DATE:** February 9, 2026

**JOB CLASSIFICATION/GRADE:** CL 29

**SALARY RANGE:** \$85,141- \$138,380 with promotion potential to CL 30 (\$86,240 –\$163,535) without further competition plus Cost-of-Living Allowance currently set at 11.88%

### **POSITION OVERVIEW**

The Supervisory U.S. Probation Officer performs supervisory work related to the full range of probation/pretrial services officer law enforcement duties. The incumbent primarily supervises probation/pretrial officers assigned to the monitoring, investigation, and supervision of offenders/defendants. The incumbent may also supervise certain technical and administrative staff.

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.

**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](mailto: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:**

- Supervise probation officers, technical and support staff as designated by the Chief U.S. Probation Officer and Deputy Chief.
- Conducts audits and reviews of case work. Assign work to subordinates, considering the complexity of the work, deadlines, and the capabilities of the employee.
- 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.
- Serve as resource for officers and other staff to assist with performing work successfully and efficiently.
- Develop and implement training programs for officers and staff.
- Monitor time and attendance and evaluate and approve leave request.
- 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.
- Utilize DSS, PACTS and other data and resources to analyze trends, evaluate operations, solve problems, measure processes and outcomes and improve practices.
- Participates in making recommendations of personnel actions such as work improvement plans, grievances, promotions and other human resources functions to the deputy chief or chief probation officer.
- Participates as a member of a management team in the organization and management of the office, and in the establishment of policies, programs, and procedures for the overall work of the office.

## **QUALIFICATIONS – EDUCATION & EXPERIENCE:**

To qualify for a position of supervisor probation officer, CL 29, a person must have a bachelor's degree from an accredited college or university and possess three years specialized experience, one of which must have been at the next lower grade level or equivalent. **The three years of specialized experience is mandatory and does not permit any substitutions.**

### **Specialized Experience**

Specialized Experience is progressively responsible in investigations, supervision, counseling, or work in substance abuse/addiction treatment. Administrative, technical, professional, supervisory or managerial experience that has provided an opportunity to develop interpersonal skills needed to lead a team of employees, as well as guide defendants/offenders in community corrections or pretrial programs, is required.

The candidate must have the ability to exercise sound judgement as well as knowledge of concepts, principles, and theories of management. Experience as a police officer, FBI agent, customs agent, and marshal or similar position does not meet the requirements of specialized experience.

## **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 possess: a high level of computer knowledge and experience, with above average knowledge of programs currently used by the office. Ability to communicate effectively both orally and in writing. Ability to organize, oversee and complete multiple projects simultaneously and with limited supervision. Ability to assume and delegate responsibility, inspire confidence, secure cooperation, serve as a member of a team and treat all persons with dignity, respect, and without bias. The incumbent must exercise sound judgement, maintain confidences, foster high ethical standards, and demonstrate leadership qualities, flexibility, and integrity in meeting the office's vision, mission and goals. An understanding of federal statutes, sentencing guidelines, and relevant case law. An understanding of core correctional practices and risk-based supervision.