



## UNITED STATES PROBATION OFFICE CENTRAL DISTRICT OF ILLINOIS

Michael Martens  
Chief U.S. Probation Officer

### CAREER OPPORTUNITY

Position:	<b>Chief U.S. Probation Officer</b> (available December 1, 2025)
Vacancy Number:	2025-01
Location:	To be decided
Salary Range:	JSP 14 (\$124,531) to JSP 17 (\$207,500) *
Opening Date:	April 7, 2025
Closing Date:	April 28, 2025

\*Starting salary is set considering human resources policies, qualifications, experience and applicant's current salary and/or federal pay grade.

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The U.S. Probation Office for the Central District of Illinois is currently accepting applications for the position of Chief U.S. Probation Officer. The Central District of Illinois serves 46 counties. Probation officers provide services to ten judges. Probation has 49 staff members in divisional offices located in Peoria, Springfield, Rock Island, and Urbana.

**Position Overview:** The Chief United States Probation Officer position is a Court Unit Executive who administers and manages federal probation and parole services within the Central District of Illinois. This position is under the administrative direction of the Chief Judge of the U.S. District Court and is directly responsible for the administration of the Probation Office. The position entails a number of administrative and managerial functions including, but not limited to the following.

#### REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Organizes the Probation Office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of pretrial services clients, probationers, and parolees.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of pretrial, probation, and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as probation officers and all other personnel; provides specific recommendations to the court in all other personnel matters, including promotions, salary increases, disciplinary actions, and dismissals; determines all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Supervises the staff of the office, including all clerical, professional, supervisory, and administrative personnel.
- Oversees the solicitation and implementation of contractual services for substance abuse and mental health treatment of offenders.

- Ensures use of Evidence Based Practices in a community-based corrections environment in the district.
- Formulates the annual budget and manages all federal appropriated funds. Certifies vouchers for payment, and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Makes estimates of personnel, space allocation, and operating allowance needs.
- Establishes and administers continuing in-service training programs to ensure high quality services delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance and assures accountability with minimal interference to service delivery.
- Maintains liaison with the Chief Judge, District Judges, and Magistrate Judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains training to ensure familiarity with the guidelines and policies of the United States Sentencing Commission.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social services agencies.
- Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program which explains pretrial services, probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- May administer a program of pretrial services within the district.
- Performs related duties as required by the court.
- Travels periodically to divisional offices for administrative and management purposes.

## **QUALIFICATIONS**

To qualify for a position of chief probation officer JSP 14, 15, 16 or 17, a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

Fields of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provided evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. An advanced degree in an appropriate area including a Juris Doctor is preferred.

Specialized experience is progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required. 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 the bachelor's degree has been granted.

## **COURT PREFERRED SKILLS**

1. Comprehensive knowledge of and substantial experience in all areas of the operation and management of a federal probation and pretrial services office.
2. Knowledge of United States Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.

3. Proven skills in problem solving, resources management, and staff motivation. Excellent organizational leadership and management skills.

## **BENEFITS**

Federal benefits include paid vacation and sick leave, paid holidays and retirement benefits. Optional benefits include health, dental, vision, life, long-term care, health care and dependent care reimbursement accounts and thrift savings plan. This position is subject to mandatory direct deposit of salary payments.

## **CONDITIONS OF EMPLOYMENT**

There is no “maximum entry age” for this position; however, in order to be included under federal law enforcement officer retirement provisions, an individual must have been appointed to a federal law enforcement officer position prior to their 37<sup>th</sup> birthday. The successful candidate may undergo a full ten-year OPM background investigation, a medical examination and drug screening. Retention depends upon a favorable suitability determination. The successful candidate will be subject to random drug screening at any time and updated background investigations every five years.

Applicant must be a United States citizen and meet age and physical standards established by provisions of law enforcement personnel. All application information is subject to verification. The court reserves the right to check references and contact former employers and subordinates.

The Chief United States Probation Officer serves at the pleasure of the court and is an “at will” employee who can be terminated with cause pursuant to 18 U.S.C. § 3602(a). All judiciary employees are required to adhere to the Judicial Code of Conduct.

## **APPLICATION PROCEDURES**

Submit an application packet, which includes the following:

Cover letter, comprehensive resume, *Application for Judicial Branch Employment* (the application, AO 78, form may be downloaded on the website at [www.ilcp.uscourts.gov/career-opportunities](http://www.ilcp.uscourts.gov/career-opportunities)), and three letters of reference.

Email in one PDF attachment to [joellen\\_rankin@ilcd.uscourts.gov](mailto:joellen_rankin@ilcd.uscourts.gov) or mail application packets to:

U.S. Probation Office  
Vacancy #2025-01  
600 E. Monroe Street, Room 210  
Springfield, IL 62701

Application materials must be received by the close of business on April 28, 2025. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or fill the position earlier than the closing date. Any such actions may occur without prior written notice. All applications will be considered when received and selected interviews will be scheduled until the position is filled. Only candidates who are selected for an interview will be contacted. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be considered for this vacancy. Video conference interviews will be considered if the applicant lives outside the commuting location. Promotion potential will be considered without further competition.

**The U.S. Probation Office for the Central District of Illinois is an equal opportunity employer.**