



## UNITED STATES PROBATION OFFICE CENTRAL DISTRICT OF ILLINOIS

Michael T. Martens  
Chief U.S. Probation Officer

### PROMOTIONAL OPPORTUNITY – ILCP 2025-02

**Position:** Supervisory U.S. Probation Officer – Pre-Sentence Unit  
**Duty Station:** Peoria, IL  
**Grade:** CL29/30  
**Salary Range:** \$84,284 - \$161,910

**Opening Date:** Monday, June 2, 2025

**Closing Date:** Friday, June 27, 2025

*(If hired at CL 29, eligible for promotion to CL-30 without further competition)*

The U.S. Probation Office for the Central District of Illinois is accepting applications from current U.S. Probation Officers for the position of Supervisory United States Probation Officer. We are seeking a highly organized Supervisory U.S. Probation Officer for the Peoria divisional office. This skilled professional will lead, motivate, direct, and manage the administration and operations of the office. This position reports to the Deputy Chief U.S. Probation Officer.

**Mandatory Qualifications:** Progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment, and (c) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Probation Office and U.S. District Court. One-year experience as a U.S. Probation Officer at CL 28. The official duty station for this position is Peoria, Illinois, and the applicant must be willing to reside within a reasonable commuting distance.

Applicant must be a United States citizen or eligible to work in the United States.

#### **Preferred Qualifications:**

- Three years' experience as a U.S. Probation Officer at full performance level CL 28.
- Acceptable performance rating for the past three years.

#### **Representative Duties:**

- Supervise professional law enforcement staff in performance of 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. Receive, prioritize, and assign work, 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 to assist with performing work successfully and efficiently. Develop and implement training programs for officers. Make recommendations regarding new hires, personnel actions, and terminations.

- Review and edit written work, case plans, correspondence, and various other 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. Establish schedules and deadlines for completion of work.
- Communicate and respond to senior 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 Code of Conduct for Judicial Employees 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.
- Support the District mission and vision and effectively serve as a member of the chain of command.

**Conditions of Employment:** As a condition of continued employment, every five years, employees in this position are subject to a re-investigation to determine continued suitability. The incumbent will be subject to ongoing random drug screening, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

**Application Process:** Qualified applicants should send:

- A cover letter.
- Resume.
- AO78 form, *Application for Judicial Branch Federal Employment*. The application form can be found on the Probation website at [www.ilcp.uscourts.gov/career-opportunities](http://www.ilcp.uscourts.gov/career-opportunities).

Mail the application packet to:

U.S. Probation Office  
Attn: Human Resources  
Vacancy 2025-02  
210 U.S. Courthouse  
600 E. Monroe Street  
Springfield, IL 62701

You may also email your materials in one pdf attachment to [keely\\_sprague@ilcd.uscourts.gov](mailto:keely_sprague@ilcd.uscourts.gov).

Only qualified applicants will be considered for this position. Travel expenses to attend the interview will not be reimbursed. All information provided by the applicant is subject to verification. Due to the volume of applications the court will only communicate with those individuals invited for an interview. The U.S. Probation Office reserves the right to amend or withdraw this Announcement with or without notice to applicants and more than one vacancy may be filled from this announcement.

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