



# UNITED STATES PROBATION AND PRETRIAL SERVICES District of New Hampshire

Kevin Lavigne, Chief U.S. Probation & Pretrial Services Officer

## CAREER OPPORTUNITY

55 Pleasant Street  
Concord, NH 03301

[www.nhp.uscourts.gov](http://www.nhp.uscourts.gov)



The U.S. Probation and Pretrial Services District of New Hampshire's primary office is in Concord, NH, with a satellite office in Manchester, NH. We proudly serve the 1.4 million citizens of the Granite State.

*Empowering Change  
Improving Lives  
Protecting Communities*

### DEPUTY CHIEF U.S. PROBATION OFFICER (TYPE II) VACANCY #25-03

**Duty Station:** Concord, NH      **Posted:** April 1, 2025  
**Status:** Full-Time Permanent      **Reports To:** Chief U.S. Probation Officer  
**Classification:** JSP 14 - JSP 15      **Transfers Open:** Yes  
**Salary Range\*** \$141,041 - \$195,200      **Closing Date:** May 9, 2025

*\*Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.*

### POSITION OVERVIEW

The U.S. Probation and Pretrial Services Office for the U.S. District Court of New Hampshire has an opening for the Deputy Chief U.S. Probation Officer.

We believe that leadership is a shared responsibility of all team members, and we expect staff at all levels of the organization to lead from where they stand. We promote professional development and encourage creativity and ingenuity in problem solving.

The Deputy Chief U.S. Probation Officer assists the Chief U.S. Probation Officer in all areas of the administration and management of the U.S. Probation & Pretrial Services Office in the District of New Hampshire. The Deputy Chief U.S. Probation Officer oversees the day-to-day operations of the district. This position is a high-level management position and is second in command to the Chief U.S. Probation Officer.

Judiciary employees are entitled to standard federal benefits such as paid vacation and sick time, health/dental/vision insurance, life insurance, long term care, flexible benefits (health care/dependent care) and a retirement program that includes a tax-deferred retirement savings plan ([Thrift Savings Plan](#)) and pension.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

### POSITION DESCRIPTION

The Deputy Chief U.S. Probation Officer assists and supports the Probation and Pretrial Services Office with various tasks including both operational and technical duties to help keep the office running smoothly. Responsibilities include, but are not limited to, the following:

- Directly and indirectly manage and supervise all staff
- Assist in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and positive morale

U.S. Probation and Pretrial District of New Hampshire is an Equal Opportunity Employer.

## HOW TO APPLY

Applicants must submit all documents listed below in ONE PDF FILE to

[apply@nhp.uscourts.gov](mailto:apply@nhp.uscourts.gov)

Subject of Email: VA 25-03

Submissions must be received prior to the close of business on **May 9, 2025**.

1. Cover Letter
2. Detailed Resume
3. Three Professional References
4. [Written Discussion of Two Core Competencies](#)
5. AO 78 Application for Federal Judicial Branch Employment\* found [here](#).

*\* Due to the high sensitivity of this position, the optional background questions (18-20) on the AO 78 Application for Federal Judicial Branch Employment MUST be answered.*

Interviews of selected candidates will be held in Concord, New Hampshire on May 28 and 29, 2025.

Candidates selected for an interview will be required to make a presentation to the interview panel.

Information concerning the presentation will be forwarded to candidates no later than May 14, 2025.

Application packets may also be submitted via fax at 603-369-5319 or mailed to  
U.S. Probation & Pretrial Services Office  
Attn: Human Resources  
Vacancy #25-03  
55 Pleasant Street, Rm. 211  
Concord, NH 03301

## POSITION DESCRIPTION CONTINUED

- Assist in providing executive leadership, management, and supervision across all operations
- Assume the duties of the Chief U.S. Probation Officer when the Chief is absent
- Assist in ensuring statutes, procedures, guidelines, case law, and rules pertaining to federal defendants and persons under supervision are applied and adhered to appropriately
- Monitor the supervision of contracted services provided to persons under supervision
- Conduct special investigations and prepare reports as assigned
- Assist in formulating, implementing, monitoring, and modifying organizational policy involving collaboration with the Court and other stakeholders
- Assist in staff development, training, coaching, and mentoring to include oversight of the performance management process
- Assist in developing and executing strategic plans including the implementation and sustainability of evidence-based practices
- Interpret and apply the court statutes, local rules, and operating procedures
- Interpret and apply the Guide to Judiciary Policies and Procedures & PPSO Procedures Manuals
- Assist in developing, managing, and monitoring all staff training programs
- Implement and ensure compliance with the officer integrity program, background investigations, re-investigations, random drug testing, and medical standards
- Travel between divisional offices to assess and evaluate activities in both locations
- Ensure officers and staff adhere to the Code of Conduct for Judicial Employees
- Assist in setting measurable standards and expectations to ensure consistent implementation of the policies and procedures
- Assist in developing, implementing, and enforcing policies and practices to secure staff and physical assets of the court unit, which may include: procurement of services and goods; human resources and training, recruiting, onboarding of staff and adverse actions; information technology policy, planning and implementation; emergency preparedness and disaster recovery activities; property management including GSA fleet vehicles; space and facilities needs for the court unit; and public relations for the court unit
- Assist in developing, administering, executing, and monitoring the budget
- Assist in certifying financial transactions of the office
- Work with the PPSO, U.S. Parole Commission, U.S. Sentencing Commission, FJC, federal courts, and other governmental agencies having business before the court and with the U.S. Probation and Pretrial Services Office
- Provide subject matter expertise for Judges and other stakeholders
- Any other duties as assigned by the Chief Probation Officer

## MINIMUM QUALIFICATIONS

The minimum experience requirement for this position is five years of experience as a CL 28 Probation/Pretrial Services Officer within the United States Courts. In addition, to qualify for the position, at JSP-14 or JSP-15, a person must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent. For placement at the JSP-14 Level, the applicant must have experience at the JSP-13 or CPS CL 29 Level. For placement at the JSP-15 Level, the applicant must have experience at the JSP-14 or CPS CL 30 Level. For applicants not meeting the minimum requirements, the placement level would be JSP-13 Level.

## CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Employees are required to use direct deposit for payroll.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.

[Learn More About Judiciary Polices](#)

## SELECTION PROCESS

Due to the volume of applications received, only those selected for an interview will receive a written response regarding their application status. The U.S. Probation and Pretrial Services Office reserves the right to amend or withdraw any announcement without written notice to applicants.

*The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.*

## SPECIALIZED EXPERIENCE

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community corrections or pretrial programs is required. Experience in closely allied 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, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

## EDUCATIONAL 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.

Note: A degree which relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

## PREFERRED EDUCATION & EXPERIENCE

The successful candidate will be a leader and motivator; will be passionate about the work and mission of the Probation & Pretrial Services Office and national system; and will be highly organized; possess maturity, tact, good judgment, poise, and initiative. The demonstrated ability to work effectively with the public, partner agencies and staff, and communicate effectively (verbal and written). The successful candidate will be flexible and conscientious about detail and accuracy and be able to balance the demands of varying workload responsibilities and deadlines without sacrificing quality. The successful candidate will also have a deep respect for and commitment to the work of the court, as well as the ability to work collegially with the other court units and members of the management teams. An advanced degree or Juris Doctor is preferred.

An ideal candidate will also possess the following preferred skills:

- Previous management/leadership experience, education, or training relevant to U.S. Probation & Pretrial Services operations, with substantial knowledge of and experience in the operations and management of supervision services and court services, including policies and procedures.
- Current knowledge of and experience implementing evidence-based practices, including relevant research and emerging trends, which link to current and future operations and policies.
- Excellent analytical and writing skills, including the ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
- Excellent organizational leadership and management skills. Extensive knowledge of federal judiciary policies and procedures, U.S. Sentencing Guidelines, applicable statutes and case law, and Federal Rules of Criminal Procedure.
- Demonstrated the ability to organize, oversee and complete multiple projects simultaneously with limited supervision.

## JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Flexible Work Schedule
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Fitness Center

[Learn More  
About Judiciary  
Benefits](#)

## EMPLOYMENT SUITABILITY

Applicants must be physically capable, have good vision and normal hearing ability. Prior to employment, a candidate considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, a candidate may then be appointed provisionally, pending a favorable suitability determination by the court.

Selected candidate must successfully complete a background investigation with law enforcement agencies including FBI fingerprint, criminal, financial, and employment records check. In addition, as conditions of employment, officers are subject to 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.

[Learn More About Employment Suitability](#)

## CORE COMPETENCIES FOR WRITTEN DISCUSSION

Qualified applicants must possess the Core Competencies for a Deputy Chief U.S. Probation Officer as outlined by the Federal Judicial Center (enumerated below). Applicants must pick any two of the competencies and discuss, specifically, how they have applied these competencies in their current position. Submission should be no longer than three pages.

- **Thinks Analytically** - Works to understand complex situations, issues, and problems by breaking them down into smaller pieces. Follows a step-by-step approach to determine implications or consequences that might occur. Reworks, as appropriate, using a systematic process.
- **Fosters Information Sharing** - Ensures the free flow of timely, accurate information throughout the organization and interacts effectively with all internal and external stakeholders. Works to create open channels of communication and information flow to achieve the organization/court's goals. Empowers employees to be responsible for information control. Focuses information on serving the needs of all court stakeholders.
- **Drives Organizational Excellence** - Works to meet stakeholder needs and to achieve organizational/court goals. Sets and maintains high levels of individual and organizational performance and creates a climate that motivates and empowers employees to achieve organizational/court goals.
- **Develops & Executes Strategic Plans** - Uses planning methods to assess work opportunities and barriers. Develops short and long-range plans to meet the organization/court's mission, values, goals and strategies. Thinks through the implications of decisions and actions on people, organizational components, stakeholders, and clients.
- **Builds Effective External Relationships** - Builds trust and understanding through networking and developing partnerships. Establishes and maintains working relationships with court units across the judiciary and with other external stakeholders. Manages relationships that result in mutual benefit for each agency and all individuals involved.
- **Shows Managerial Courage** - Confronts problems early on, drives hard on difficult issues, and takes a firm stand in the face of controversy. Shows willingness to engage and act when personally at risk.
- **Thinks with the Big Picture in Mind** - Stays in touch with emerging needs and potential future standards. Conceptualizes and clarifies all of the forces (events, entities, and people) that are affecting, or are being affected by, the situation at hand.
- **Manages Resources Effectively** - Identifies, aligns, and optimizes resources (people, technology, facilities, time and money) to meet organizational/court goals. Creates an environment that encourages staff to work smarter and to achieve quality-based outcomes.