



# UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

## VACANCY ANNOUNCEMENT # 24-06

POSITION: U.S. Probation Officer (Presentence Division)

LOCATION: Brooklyn, New York

STATUS: Full-time Permanent

CLASSIFICATION: CL 27  
CL 28

SALARY: \$68,174 to 101,311

OPEN DATE: February 6, 2024

CLOSING DATE: June 30, 2024

### **BROOKLYN OFFICE**

27 Johnson Street  
Brooklyn, New York 11201

### **LONG ISLAND**

Alfonse M. D'Amato  
United States Courthouse  
202 Federal Plaza, 2nd Floor,  
Central Islip, New York 11722-4425

### **Federal Benefits Include:**

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- 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 investment program with up to 5% match

Beginning classification level will vary depending on qualifications, experience and funding availability. Salary progression will be based on acceptable performance. There is potential for promotion to a classification higher level without further competition.

The United States Probation for the Eastern District of New York is accepting applications for the position of U.S. Probation Officer within the Presentence Division. The agency is comprised of two divisional offices (Brooklyn and Central Islip, NY), with the Brooklyn location being the headquarters office.

U.S. Probation Officers serve in a judiciary law enforcement capacity and assist in the fair administration of justice, provide community safety, conduct objective investigations, monitor persons under supervision, interact with outside agencies and community members, and prepare reports and present recommendations to the court.

### **REPRESENTATIVE DUTIES:**

U.S. Probation Officers (in the Presentence Division) conduct presentence investigations and prepare reports for the Court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing defendants and their families; summarizing defendants' prior criminal records and financial status; investigating the offense and contacting law enforcement agencies and attorneys, conducting home inspections, and collecting and verifying background data from various sources. The purpose of these activities is to gather the information needed to present factual reports to the Court for purposes of sentencing.

Performs thorough and independent investigations of the offense, offense conduct, and victim impact by using appropriate investigative skills and relying on verified information sources.

Seeks input from the parties, attorneys, case agents, and other sources to obtain information and evidence associated with each case.

Obtains and analyzes criminal history information and acquires specific details and documents needed to assess a defendant's criminal record for consideration at sentencing. Interprets and applies policies and procedures, statutes, Federal Rules of Criminal Procedure, U.S. Sentencing Guidelines, and relevant case law. Demonstrates thorough knowledge of these sources through accurate calculations and correct selection of sentencing options in the presentence report, the sentence recommendation and/or addenda, if applicable.

**How to Apply:**

Applicants must submit the following documents in a PDF format either by e-mail or regular mail. Do not submit to both.

- Resume
- Letter of interest which indicates the applicant's knowledge, skills, and experience as they relate to the position.
- AO-78(Application for Judicial Branch Employment which can be obtained from [www.nyep.uscourts.gov](http://www.nyep.uscourts.gov) in the job applicants/internships section)
- College transcripts (copies will be accepted at the time of application, but official versions will be required if selected for an interview).

**E-mail:**

[NYEP\\_Human\\_Resources@nyep.uscourts.gov](mailto:NYEP_Human_Resources@nyep.uscourts.gov)

**Address:**

United States Probation  
Eastern District of New York  
27 Johnson Street  
Brooklyn, NY 11201  
Attn: Human Resources Division  
Re: Vacancy Announcement  
NYEP# 24-06 - CONFIDENTIAL

Investigates employment, sources of income, lifestyle, and associates of defendants to assess and identify mitigating and aggravating sentencing factors, risk and likely future compliance under supervision and the need for correctional treatment, monitoring and counseling.

**REQUIRED EDUCATION AND EXPERIENCE:**

Applicants must be U.S. citizens. Applicants must possess a four-year degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position. In addition to possessing a four-year degree, applicants must also have two years of specialized experience or the completion of a master's degree in a field of study closely related to the position or a Juris Doctor (JD) degree.

Specialized experience is defined as 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 officer, custodial, or security officer, without any criminal investigative experience, is not creditable.

**PREFERRED SKILLS AND EXPERIENCE:**

- Experience as a probation officer on a federal, state or county level is desirable.
- Knowledge of federal law and the criminal justice system and how it relates to the roles and functions of a United States Probation Officer.
- Strong familiarity with techniques in supervising offenders. Skill in working with violent and/or difficult individuals and implementing negotiation and motivation techniques.
- Excellent written and oral communication skills. Superior attention to detail.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other investigative databases.

**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 37 or over who have previous federal law enforcement officer experience under the Civil Service Retirement System or Federal Employees' Retirement System and who have a subsequent break in service may have their previous federal law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

**MEDICAL AND BACKGROUND REQUIREMENTS:**

The duties of U.S. Probation Officers require the investigation and management of persons under supervision who present physical danger to officers and to the public. In the supervision, treatment, and control of these persons, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defensive tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with criminal offenses or convicted of committing federal offenses.

The medical requirements for law enforcement officer positions are available for public review on [www.uscourts.gov](http://www.uscourts.gov) by searching for Officer and Officer Assistant Medical Requirements. Prior to appointment, the selectee considered for this position will undergo a medical examination, complete a ten-year background investigation and a drug screening. Upon successful completion of all components, the selectee will be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of employment, 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.

Per current Eastern District of New York Judiciary Policy, new employees are required to be fully vaccinated against COVID-19. Proof of vaccination will be required prior to entrance on duty.

United States Probation for the Eastern District of New York is not authorized to reimburse candidates for interview or relocation expenses.

The Court reserves the right to modify the conditions of this vacancy or to fill the position sooner than the closing date.

United States Probation for the Eastern District of New York is an Equal Opportunity Employer.

#### **EMPLOYEE BENEFITS:**

Employees of United States Probation offices are not covered by the Office of Personnel Management's civil service classification system or regulations. Employees of the United States Probation Office are Judicial Branch employees under the [United States Courts](#). Judicial employees serve under an "excepted appointment," and are considered "at-will" employees. Probation officers participate in the Federal Law Enforcement Hazardous Duty Retirement program. Federal benefits include retirement, health and life insurance, flexible benefits, disability insurance and long-term care benefits, and paid vacation and sick leave. Employees contribute to a tax-deferred [Thrift Savings Plan](#) (similar to a 401K plan) and have ten federal holidays per year. Creditable time in service in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits. Positions are subject to mandatory electronic funds transfer (direct deposit).