



UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

Position Announcement #: NYEP 25-08

Position Title: U.S Probation Officer (Presentence Division)

Location: Brooklyn, New York

Grade/Salary: CL 27-28 (\$69,685- \$103,566)

Opening Date: March 13, 2025

Closing Date: June 13, 2025

POSITION OVERVIEW:

The United States Probation for the Eastern District of New York is accepting applications for the position of U.S. Probation Officer within the Supervision Division. The agency is comprised of two divisional offices (Brooklyn and Central Islip, NY), with the Brooklyn office being the headquarter 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, supervise persons under supervision, interact with outside agencies and community members, and prepare reports and present recommendations to the court.

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

DUTIES AND RESPONSIBILITIES:

- 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.
- 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 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.

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.

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).

The Federal Benefits package includes, but is not limited to:

- Paid Annual Leave
- Paid Sick Leave

- 11 Paid Holidays
- Retirement Benefits
- Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%.
- Health Insurance
- Dental and Vision Insurance
- Life Insurance
- Disability Insurance
- Long-Term Care Insurance
- Flexible Benefits Program which includes medical and dependent care

HOW TO APPLY:

All applicants must submit the following documents, combined as a single PDF file:

- Resume
- Letter of interest, which indicates your knowledge, skills, and experience as they relate to this position.
- Federal Judiciary Branch Application for Employment – AO78 (which can be obtained on agency’s website at www.nyep.uscourts.gov under Job Applicants/Internships).
- College Transcripts (copies will be accepted at the time of application, but official versions will be required if selected for an interview).

Please submit all documents combined as a single PDF file, via email to:

NYEP_HUMAN_RESOURCES@NYEP.USCOURTS.GOV

With subject line: **NYEP 25-08 PS USPO**

All Submissions must be received by 5:00 p.m. on the closing date.

Only applications submitted via email will be accepted. Please include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted.

The United States Probation Office of 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 job announcement, to withdraw the announcement, or to fill the position sooner than the preference date, any of which may occur without prior written or other notice.

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