



UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

Position Announcement #: NYEP 25-11

Position Title: U.S. Probation Officer Sentencing Guideline Specialist

Location: Remote/ Hybrid

Area of Consideration: Open to retired annuitants who were assigned to a Presentence Unit and retired from the U.S. Probation System within the last six to nine months.

Grade/Salary: CL 29 (\$97,177 - \$157,947)
Salary based on experience or at agency promotional percentage.

Opening Date: June 16, 2025

Closing Date: Open until filled with preference given to applications received by June 30, 2025

POSITION OVERVIEW:

New York Eastern Probation has an opportunity for a Sentencing Guideline Specialist (SGS) in a remote/hybrid setting. The specialist's primary responsibility will be the completion of presentence investigations involving extremely complex cases and/or cases of unusual notoriety (i.e., white collar, WITSEC, organized crime cases, and large conspiratorial drug cases). The incumbent acts as resident authority for the office in presentence investigations, sentencing guideline application, and sentencing law and policy. Possible travel to the Brooklyn and Central Islip offices could be required to fulfill the duties of this position.

DUTIES AND RESPONSIBILITIES:

- Conducts the investigation on the "lead" and/or "most culpable" defendant, as well as the other defendants in a multi-defendant case, and prepares the presentence report for said investigations.
- Investigates and analyzes financial documents and activities as necessary to prepare reports.
- Interviews victim(s) and provides victim impact statements to the Court. Ensures compliance with Mandatory Victims Restitution Act.

- Tracks developments in the law, and updates staff and the Court. Acts as resource/authority in matters related to sentencing guidelines.
- On occasion, conducts home inspections and appears at sentencings when required in complex multi-defendant cases.

QUALIFICATION REQUIREMENTS

To qualify for this opportunity, applicant must have retired in good standing as a U.S. Probation/Pretrial Officer, with a minimum of 10 years of experience conducting complex multi-defendant presentence investigations and/or supervising other officers who conducted the same.

This position requires considerable technical expertise in the presentence investigation process, federal law, sentencing guidelines, and sentencing process. A demonstrated skill in conducting legal research related to varied complex and difficult legal issues, related to sentencing and supervision. Must possess the ability to guide, advise, train, and make recommendations to other officers, the Court, and other individuals regarding sentencing guidelines. Candidates must be fully proficient in the use of PSX.

HOW TO APPLY:

All applicants must submit no more than a one-page letter of interest, which addresses the following:

- Outline the applicant's relevant qualifications, skills, and experience necessary to perform the position, as well as how their selection would benefit the district.

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

- Letter of interest
- Resume
- Federal Judiciary Branch Application for Employment – AO78 (which can be obtained on agency's website at www.nyep.uscourts.gov under Job Applicants/Internships).

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

NYEP_HUMAN_RESOURCES@NYEP.USCOURTS.GOV

With subject line: **NYEP 25-11 REA Sentencing Guideline Specialist**

All Submissions must be received by 5:00 p.m. on the preference 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 Department, 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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