



UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

Position Announcement #: NYEP 25-14

Position Title: U.S. Probation Officer Assistant

Location: Brooklyn, New York

**Grade/Salary: CL 25 (\$60,015 – \$96,020)
(Special Law Enforcement Officer Table)**

Opening Date: September 8, 2025

Closing Date: September 22, 2025

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

POSITION OVERVIEW:

The United States Probation Office for the Eastern District of New York is accepting applications for the position of United States Probation Office Assistant (POA). The agency is comprised of two divisional offices (Brooklyn and Central Islip, NY), with the Brooklyn location being the headquarter office. More than one position may be filled from this vacancy.

Probation Officer Assistants serve in a judiciary law enforcement position. The incumbent will provide technical and administrative support in a wide range of areas, including compiling information for investigations; assisting with supervision of low-risk offenders; coordinating with collateral agencies; drafting reports and correspondence; and other related duties.

The United States Probation Office for the Eastern District of New York's mission is to make the community safer by facilitating the administration of justice, providing opportunities for positive change while maintaining professional integrity, dignity, and respect for all. As a partner in the national federal probation system, the office is guided by the Charter for Excellence.

REPRESENTATIVE DUTIES:

- Supervise a caseload comprised of low-risk offenders, which requires contact by telephone, in the office, and in the field. Maintains case files and detailed chronological records of activity on cases.
- Assist probation officers in the performance of select investigations, including compiling criminal histories/profiles, gathering pertinent demographics, employment, and personal information needed for proper supervision of those on active supervision, conducting inquiries with collateral agencies and performing other similar activities.
- Process record checks on active cases through local and national databases, including those designed to provide arrest, financial and social media information.
- Conduct/observe urinalysis testing and processing in the probation office setting, and maintain appropriate records.
- Participate in ongoing training and development programs.
- Perform other duties as assigned.
- Limited travel is required.

MINIMUM QUALIFICATIONS:

Applicants must be U.S. Citizens. Applicants must possess a bachelor's 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.

PREFERRED SKILLS AND EXPERIENCE:

- 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 and U.S. Probation Officer Assistants 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, the 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 the United States Probation Department are not covered by the Office of Personnel Management's civil service classification system or regulations.

Employees of the United States Probation Department 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:

Applicants must submit a complete application packet to include all the required documents listed below in **one PDF** document:

- Letter of interest, which indicates your knowledge, skills, and experience as they relate to this position (Include vacancy announcement number)
- Resume
- Completed [Federal Judiciary Branch Application for Employment – AO78](#)
- College Transcripts

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

**All Submissions must be received by 5:00 p.m. on the closing date.
Incomplete applications will not be considered.**

Due to the volume of applications received, the United States Probation Department will only communicate with those individuals who will be selected for the writing skills assessment and/or interviewed for open positions.

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

The Department 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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