



# UNITED STATES DISTRICT COURT

## DISTRICT OF COLUMBIA PROBATION OFFICE

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### JOB OPPORTUNITY

**Announcement Number:** 25-DC-04

**Position Title:** PROBATION OFFICER ASSISTANT  
*(This is a law enforcement officer position.)*

**Grade/Step/Salary:** CL-23/25/26 (\$53,344 - \$102,664)  
*(Depending upon qualifications and experience)*

The position has future consideration for the position of United States Probation Officer at the CL-23/25/27/28, if one becomes available.

**Pay Plan:** Court Personnel System – Law Enforcement Officers

**Position Location:** Washington, DC

**Position Information:** Full-time/Excepted Service/Permanent  
*(More than one position may be available)*

**Area of Consideration:** Open to all qualified sources.

**Open Date:** March 6, 2025

**Closing Date:** Open Until Filled

**How to Apply:** To be considered for this “at will” position, applicants are required to submit the following:

- A cover letter
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from [www.uscourts.gov](http://www.uscourts.gov)) (Note: Page 5 of the AO-78 must be completed and signed.)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete, typed, and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete, handwritten, and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. Virtual interviews may be

conducted in lieu of face-to-face interviews. One application per candidate will be accepted for this announcement. **Note:** Candidates for Vacancy No. 24-DC-07 – Probation Officer Assistant, need not reapply to this vacancy.

Applications may be hand-delivered to:

United States Probation Office  
Attn: Human Resources  
333 Constitution Avenue, NW, Suite 2214  
Washington, DC 20001-2866  
Reference Announcement: #25-DC-04

or e-mailed to: [jobs@dcp.uscourts.gov](mailto:jobs@dcp.uscourts.gov)

For questions, please contact the Human Resources Department at 202-354-3200. For additional opportunities and information, please see our website: <https://www.dcp.uscourts.gov/career-opportunities>.

### **DUTIES AND RESPONSIBILITIES:**

- Under the guidance of a probation officer, may supervise a low-risk caseload requiring contact by telephone, in the office, and in the field, with persons under supervision. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Assist probation officers with presentence investigations to include compiling criminal histories, and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provide officers with accurate and factual information to assist in their completion of probation reports.
- Under guidance from a probation officer, draft and submit selected reports. Observe and inform the probation officer/supervisor of the criminogenic risk factors associated with persons under supervision. Assist in the development of community resources to meet those risks and needs.
- Under the guidance of a probation officer, respond to judicial officers' requests for information and occasionally testify in court, accompanied by a probation officer, regarding the basis for factual findings and, if applicable, guideline applications.
- Conduct collateral investigations and draft and submit collateral reports, which may entail making telephone, office, and/or field contacts. Perform record keeping.
- Collect and conduct urine tests on persons under supervision and maintain records associated with testing. Act as the primary tester for the probation office in-house drug testing program.
- Operate various criminal justice, law enforcement, and probation automated systems.
- Participate in ongoing training and development programs.
- Perform other appropriate duties as assigned.

### **JOB REQUIREMENTS:**

- Skill in conducting legal research related to varied complex and difficult legal issues,

related to sentencing and supervision. Skill in dealing with violent and/or difficult people. Skill in counseling persons under supervision to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time frames. Ability to discern deception and act accordingly.

- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, persons under supervision/defendants and their families/support systems, and others for the purpose of supervision and investigation.
- Skill in the use of automated equipment, including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.
- Field work is required in the District of Columbia and surrounding jurisdictions.
- Travel may be required based on the needs of the organization.

## **MINIMUM QUALIFICATIONS:**

**Required Education:** 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, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

### **Required Experience:**

**To qualify for the CL-23:** Minimum required education only. No additional education or experience is required.

**To qualify for the CL-25/26:** In addition to the bachelor's degree, the candidate must possess one year of specialized experience.

**Specialized Experience:** 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 abuse/addiction treatment. Experience solely as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**EMPLOYEE BENEFITS:** Full-time employees of the United States Probation Office for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year

- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$325 per month), and Long-Term Care Insurance
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

*For more detailed information about federal court benefits, please go to:*  
[www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

## **CONDITIONS OF EMPLOYMENT:**

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States Probation Office for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as a condition of employment, the incumbent will be subject to an OPM background investigation and updated background investigations every five years, ongoing random drug screening, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review (see [Officer and Officer Assistant Medical Requirements](#)).

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS) and who have either a subsequent break in

service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.