



UNITED STATES DISTRICT COURT

DISTRICT OF COLUMBIA PROBATION OFFICE

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PROMOTION OPPORTUNITY

Announcement Number:	26-DC-09
Position Title:	SENTENCING GUIDELINES SPECIALIST
Grade/Salary Range:	CL-29 (\$97,419 - \$158,334) <i>(Depending upon qualifications and experience)</i>
Position Location:	Washington, DC
Position Information:	Full-time/Permanent/Excepted Service <i>(One position is available)</i>
Area of Consideration:	Open to all current United States Probation and Pretrial Services Officers in the Federal Judiciary only.
Open Date:	May 28, 2026
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 detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov) (Note: Page 5 of the AO-78 must be completed and signed.)
- A resume detailing all relevant experience, education, and skills
- Copy of last two performance appraisals. If appraisals are unavailable, please provide an explanation.
- Most recent SF-50

Failure to submit a complete, typed, and signed cover letter and AO-78, resume, last two performance appraisals, and SF-50 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 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. One application per candidate will be accepted for this announcement.

Applications may be mailed/hand-delivered to:

United States Probation Office
Attn: Human Resources
333 Constitution Avenue, NW, Suite 2214
Washington, DC 20001-2866
Reference Announcement: #26-DC-09

or e-mailed to: 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>.

JOB SUMMARY:

The position is located in the United States Probation Office in the United States District Court for the District of Columbia. By statute, the specialist serves in a judiciary law enforcement position and assists in the administration of justice and promotes community safety, gathers information, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the Court. The specialist serves as an in-house authority and consultant regarding sentencing guidelines, investigates and prepares the presentence report and/or offense conduct section on complex, special offender, witness protection, and multi-defendant cases.

DUTIES AND RESPONSIBILITIES:

- Perform all duties and responsibilities of a United States Probation Officer at the CL-28 level.
- Provide sentencing guidelines training as needed.
- Review and maintain judicial decisions which affect the guidelines and D.C. Code offenses. Compile statistical data on sentencings within the District for the Chief Probation Officer and District Court Judges.
- Serve as liaison with the Public Defender and criminal division of the U.S. Attorney's Office with reference to any issue pertaining to the application of guidelines.
- Participate on the Probation Officer's Advisory Group, if required.
- Assume investigative responsibilities for offenders with difficult or special problems.
- Prepare the offense section of complicated and complex presentence reports and determine culpability of offenders in multi-defendant cases.
- Investigate the District's special offenders, including white collar criminals, corporations, protected witnesses, organized crime and other cases of notoriety, which pose a unique threat to the public safety.
- Serve as an in-house authority to the Probation Office staff and the Court regarding presentence preparation and format.
- Maintain complete and comprehensive familiarity with the Federal Sentencing Guidelines procedures.
- Participate in the orientation process of new employees and newly appointed judges by providing an in-depth overview of this specialized area.
- Serve in a complimentary role to the supervising probation officer regarding assignment and review of presentence reports, and assist in employee development, as needed.

- Possess the understanding and ability to promote a positive culture and work environment within the presentence unit and organization.
- Other duties as assigned. Some duties may be reassigned to other officers at the discretion of the supervisor, deputy chief, or chief probation officer.

JOB REQUIREMENTS:

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal Courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal pretrial services, probation and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of investigative techniques and skill in investigating offenders'/defendants' backgrounds, activities, finances and determining legitimacy of their income. Knowledge of negotiation and motivation techniques.
- Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law. Knowledge of changes in the law. Knowledge of legal terminology.
- Skill in conducting legal research related to varied complex and difficult legal issues, related to sentencing and supervision. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. 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.
- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.
- Knowledge of area of specialty. Ability to provide guidance to other officers, the court, and other agencies regarding area of expertise.
- Field work is required in the District of Columbia and surrounding jurisdictions.
- Travel is required.

JOB QUALIFICATION STANDARDS:

Required Education: All probation officer positions require completion of a bachelor's degree from an accredited college or university in a field of academic study, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. Advanced degrees are desirable.

Required Experience: In addition to meeting education requirements, applicants must also possess three years of specialized experience, including at least one year as a probation/pretrial services officer in the United States courts.

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, public administration, human relations, social work, psychology, or mental health. Experience 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 \$340 per month), Long-Term Care Insurance, and Professional Liability 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.

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 37th 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.