



POSITION: U. S. Probation and Pretrial Services Officer

LOCATION: Milwaukee, WI

POSTING DATE: September 25, 2024

CLOSING DATE: Open until filled; applications received by October 28, 2024, will be given priority consideration.

AREAS OF CONSIDERATION: Open to all qualified individuals.

EMPLOYMENT TERMS: Permanent; full-time, subject to need and funding.

CLASSIFICATION / SALARY

RANGE: CL-25, Step 1 \$52,245 to CL-28, Step 61 \$118,238

Salary commensurate with experience. Promotion potential to CL 27 and 28 without further competition.

Do you have questions or want to learn more about the roles of a Probation Officer? ED/WI Probation Officers are composed of three disciplines. Check out the videos below for more information on the three disciplines: Pretrial Services, Presentence Investigations and Post-Conviction Supervision:

- [Pretrial Services | United States Courts \(uscourts.gov\)](https://uscourts.gov)
- [Presentence Investigations | United States Courts \(uscourts.gov\)](https://uscourts.gov)
- [Post-Conviction Supervision | United States Courts \(uscourts.gov\)](https://uscourts.gov)



VACANCY ANNOUNCEMENT 2024-02

POSITION OVERVIEW:

U.S. Probation and Pretrial Services Officers (USPO's) serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise persons under supervision, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the Court. For more information: [U.S. Probation & Pretrial Services Careers | United States Courts \(uscourts.gov\)](https://uscourts.gov)

MISSION:

- 1) To assist the federal courts in the fair administration of justice.
- 2) To protect the community.
- 3) To bring about long-term positive change in individuals under supervision.
- 4) [Charter for Excellence](#) (click link to review)

SOCIAL JUSTICE STATEMENT:

The United States Probation and Pretrial Services Office of the Eastern District of Wisconsin is committed to promoting the fair, impartial, and just treatment of all people. We are committed to a culture where each person feels seen, heard, and supported. We oppose racism and discrimination in all of its forms and are committed to intervening when these moments occur. We agree to listen, speak up, intervene, and learn from our own mistakes in our commitment toward social justice.

EASTERN DISTRICT OF WISCONSIN:

The Eastern District of Wisconsin (ED/WI) is comprised of the eastern third portion of the state, with the main office located in Milwaukee, Wisconsin and a satellite office located in Green Bay, Wisconsin. Our organization takes pride in supervising individuals based on their risk, providing thorough and informative reports and recommendations to the Court, utilizing evidence-based principles and providing resources for success. Our agency also takes pride in providing a flexible work schedule, strong office culture, and accountability of staff.

Milwaukee is home to over 150 state and county parks, 1,500 acres of beaches and over 150 miles of bike trails. The city boasts landmarks such as the Historic Federal Building and Courthouse, Milwaukee Art Museum, Harley-Davidson Museum and Wisconsin State Fair. Home sports teams include the Brewers, Bucks, Admirals and Wave.

Visit: [Things to Do in Wisconsin | Travel Wisconsin](#)

REPRESENTATIVE DUTIES:

- Conduct investigations and prepare reports with recommendations, which requires interviewing individuals and their families, as well as collecting background data from various sources. An integral part of this process is interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines, Guides, and relevant case law.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with individuals under supervision. Investigate employment, sources of income, living accommodations, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, interventions, and counseling.
- Schedule and conduct drug use detection tests and DNA collection of individuals under supervision following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victim Restitution Act.
- Analyze and respond to any objections received from attorneys based on the officer's written court submissions. This may include resolving disputed issues and presenting unresolved issues to the court for resolution.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, U.S. Attorney's Office, U.S. Marshals, law enforcement, treatment agencies, and attorneys) concerning individuals under supervision's behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. In collaboration with Supervisory Probation Officer, report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of adjustment, including violation matters, and make recommendations for disposition.
- Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Maintain knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Show ability to consistently demonstrate sound ethics and judgment.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- 1) The selected candidate must be a U.S. citizen or foreign national eligible for federal employment.
- 2) Possession of a valid driver's license.
- 3) 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.
- 4) Further, the selected candidate must have specialized experience as shown below table:

Level	Minimum Additional Education and/or Experience Requirements
CL-25	One year of specialized experience; Or Completion of the requirements for a bachelor's degree and one of the following superior academic achievement requirements: <ol style="list-style-type: none"> 1) An overall "B" grade point average equaling 2.90 or better of a possible 4.0; 2) Standing in the upper third of the class; 3) 3.5 average or better in the major field of study, such as business or public administration, human resources management, industrial relations or psychology; or 4) Election to membership in one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies. Or Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.
CL-27	Two years of specialized experience; Or Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.
CL-28	Two years of specialized experience, including at least one-year as a probation/pretrial services officer in the U.S. Courts.

Promotional potential between classification levels 25 through 28 are earned and do not require further competition; promotional opportunities for specialist or supervisory positions are available to qualified employees on a competitive basis.

Specialized Experience Related to Pay Scale Above: Progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/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.

WORK ENVIRONMENT:

Work is performed in an office setting and in the community, and may involve variable hours, including nights, holidays, and weekends. Work requires regular contact with persons at all stages of the legal process: pretrial, presentence and post-conviction. Contacts are made in both generally controlled office settings, and uncontrolled home and field settings where illegal activities and violence may occur. Travel is required.

The duties of the USPO require the investigation and management of alleged criminal individuals or convicted individuals who present physical danger to officers and the public. In the supervision, treatment, and interventions with these individuals, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing physical dexterity and coordination necessary of officer safety and use of self-defense tactics.

EMPLOYEE REQUIREMENTS:

This position allows for retirement at age 50 with 20 years of service and mandatory retirement at age 57. First-time appointees **must not have reached their 37th birthday at the time of appointment to meet this requirement.** Previous law enforcement officer experience under the Federal Employees' Retirement System may be subtracted for qualified applicants over the age of 37.

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. Visit link for additional information: [U.S. Probation & Pretrial Services Employment Suitability Requirements | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/employment-suitability-requirements)

A 10-year background investigation including FBI fingerprinting is required. Subject to ongoing random drug screening and updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

New officers will be required to attend an in-person six-week training academy in Charleston, South Carolina, during the first year of employment. For additional information: <https://www.fletc.gov/>

Judiciary employees serve under excepted appointments and are considered "at-will," and may be terminated with or without cause or notice by the Court.

The United States District Court requires employees to adhere to a Code of Conduct Policy. For additional information: [Code of Conduct for Judicial Employees | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/code-of-conduct)

This position is subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

BENEFITS:

- The opportunity to serve in a rewarding public service position
- Accrual of paid vacation and sick leave
- 12 paid federal holidays
- Health, life, dental, vision and long-term care insurance plans available
- A defined benefit pension plan
- On-site fitness center
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions
- Paid parking
- Federal Occupational Health (FOH)/Employee Assistance Program (EAP)
- Medical and childcare reimbursement accounts
- Virtual Learning through Judiciary Online University and other training opportunities (funds permitting)
- Telework and alternative work schedule opportunities, dependent on performance
- Student Loan Forgiveness for Public Service Employees [Federal Student Aid](https://www.uscourts.gov/education)

For more information: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

APPLICATION PROCEDURE:

If you're excited about this role but your work experience doesn't align perfectly with the representative duties, we still encourage you to apply. To be considered for this opportunity, submit ALL required information in one pdf document.

Email questions and documents to: Jobs_wiep@wiep.uscourts.gov Attention – PO – 24-02

- 1) A cover letter including a narrative addressing your skills and relevant experience which make you a good candidate for this position.
- 2) Provide a writing sample, not more than 500 words, answering the following:

In the [Charter for Excellence](#) (click link to review) we have seven mission critical values. The values include treating everyone with dignity and respect; working together to foster a collegial environment; and promoting fairness in process and excellence in service to the courts and the community. Select one of these three values to describe how you have demonstrated the value in the past and how it has defined you and/or shaped your experiences. Also, explain how you would demonstrate this value in the position of a U.S. Probation and Pretrial Services Officer.

- 3) AO 78 Federal Judicial Branch Application for Employment. Be sure to save document upon opening and complete Question 7 and the Optional Background Information on Page 5. AO 78 located at: https://www.wiep.uscourts.gov/careers/AO_078-08-2024_1.pdf
- 4) Unofficial transcripts for bachelor's degree (and advanced degrees, if applicable). Transcripts must include date of graduation, degree(s) awarded, grade point average. If you are a final candidate, official transcripts will be required.
- 5) Two most recent performance evaluations. If not available, please address in cover letter.
- 6) Two professional and one personal reference.

The U.S. Probation Office will communicate with those individuals who will be invited for testing and personal interviews.

The U.S. Probation Office will not reimburse candidates for interview or relocation expenses.

This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interviewing process, please notify the local human resources representative in the e-mail sent with your application packet. The decision on granting reasonable accommodations will be made on a case-by-case basis.

More than one position may be filled from this announcement. Job offers may be made prior to October 28, 2024.

The U.S. Probation Office reserves the right to amend, withdraw or extend the announcement. If a subsequent vacancy of the same position becomes available within a reasonable time, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool without reposting the position.

The Eastern District of Wisconsin Probation Office is an Equal Opportunity Employer