



U. S. PROBATION AND PRETRIAL SERVICES OFFICER SPECIALIST – FIREARMS AND SAFETY

POSITION OVERVIEW:

The Probation Office is accepting internal and external applications from current federal probation and pretrial services officers and will consider transfers. By statute, the probation officer serves in a judiciary law enforcement position and assists in the administration of justice and promotes community safety, gathers information, supervises persons under supervision, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court.

The Firearms and Safety Specialist is responsible for all aspects of firearms and officer response tactics (ORT) related matters and will serve as the district's lead firearms instructor and lead ORT instructor along with leading the district's safety committee. The Firearms and Safety Specialist is responsible for training staff in safety related initiatives, developing other district firearms and safety instructors, developing and maintaining a successful safety program, and evaluating the program's effectiveness. Probation and pretrial services officer specialists must carry at least a 50 percent caseload, spending 50 percent of their time working with pretrial and/or post-conviction persons under supervision.

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) To uphold the [Charter for Excellence](#).

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 and a satellite office located in Green Bay. 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 is also proud to provide a flexible work schedule, strong office culture, and accountability of staff focusing on People, Purpose and Principles. Staff wellness is a priority. We offer an on-site fitness center as well as activities based on the eight dimensions of wellness throughout the year.

LOCATION: Milwaukee or Green Bay

POSTING DATE: April 10, 2026

CLOSING DATE: Open until filled.
Applications received by April 24, 2026, will be given priority consideration.

AREAS OF CONSIDERATION: Open to all qualified individuals.

EMPLOYMENT TERMS: Permanent.
Full-time. Subject to need and funding.

CLASSIFICATION LEVEL: CL 28-29

SALARY RANGE:

CL 28: \$74,861 - \$121,723 (MIL) or
\$71,583 - \$116,394 (Green Bay)

CL 29: \$89,040 - \$144,716 (MIL) or
\$85,141 - \$138,380 (Green Bay)

Salary commensurate with experience.

Promotion potential to CL 29 without further competition. [Compensation](#)

QUICK LINKS:

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REPRESENTATIVE DUTIES:

Supervise a general caseload and a specialized caseload of high-risk persons under supervision, in accordance with local and national policy and procedures.

Guide, advise, and make recommendations to other officers, the court, and other individuals regarding issues relating to the area of specialization. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law in the area of specialization.

Serve as the resident authority for the firearms and safety program. Recommend, develop, and update relevant policies and procedures in written form to ensure overall understanding and consistency within the district. Ensure that the district's firearms and safety programs comply with national and local court approved policy. Obtain/Maintain certifications as Firearms and Safety Instructor per national policy.

Facilitate firearms qualifications for officers. Propose an annual training schedule for approval by the Chief U.S. Probation Officer. Provide justifiable recommendations to the Chief U.S. Probation Officer regarding the appropriateness of officers to carry firearms. Serve as a liaison on firearms issues to the Court, the Administrative Office, and other districts.

Maintain detailed and accurate inventory of all weapons, ammunition, and other firearms and safety program equipment. Ensure that any weapon used is inspected for serviceability and is sent for gunsmith inspection and/or repair as required by national and local policies.

Notify officers as well as the Chief U.S. Probation Officer of an officer's failure to re-qualify in carrying their firearm.

Work with the Chief U.S. Probation Officer and the finance or budget unit to procure firearms, ammunition, and safety-related items.

Maintain detailed records on all firearms qualifications, firearms trainings, and safety training events along with making required reports to the Chief U.S. Probation Officer. Lead the district's Safety Committee. Create individualized and realistic training scenarios.

Participate in on-going training and educational opportunities to further develop and/or enhance techniques, tools, and skills relating to investigation and supervision practices of cases in the area of specialization.

Analyze and resolve disputed issues involving persons under supervision and present unresolved issues to the court for resolution. Assess persons under supervision level of risk and develop a blend of risk management strategies for controlling and correcting risk.

Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning persons under supervision behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.

In addition to area of specialization, Officer Specialists are expected to:

Serve as a mentor to new and existing personnel. Demonstrate leadership skills through mentoring, attitude, conduct, and involvement in various assigned projects and training programs.

Maintain presence and participation in regional task force, networking, and developing working relationships with a goal of sharing resources and training opportunities.

Identify, evaluate and develop available resources. Act as a liaison to state and local agencies; working to streamline service delivery.

Perform duties in the absence of supervising officer as directed, to include staffing cases, workload distribution, and report review.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- 1) Completion of a bachelor's degree from an accredited college or university in such fields as criminal justice, criminology, psychology, sociology, human relations, or business or public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.
- 2) To qualify at the CL-29 level, candidate must have at least three years specialized experience including at least one year (52 weeks) as a CL-28 federal probation and pretrial services officer in the U.S. Courts.

Specialized Experience: Specialized experience is progressively responsible experience gained after completion of a qualified bachelor's degree 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 officer, or security officer, other than any criminal investigative experience, does not meet the requirements of specialized experience.

PREFERRED QUALIFICATIONS:

- 1) Advanced degree in a closely related field of study.
- 2) Ability to organize, oversee and complete multiple projects simultaneously with limited supervision.
- 3) Ability to facilitate meetings and provide training; and must be skilled in using current information technology applications and capabilities.
- 4) Ability to lead with maturity and passion and assist in the professional development of staff.

CONDITIONS OF EMPLOYMENT:

First time federal LEO appointees must not have reached their 37th birthday. Occasional evening/weekend hours may be required. Valid driver's license is required. U.S. Citizen or eligible to work in the United States. Excepted Appointment and considered At-Will Employees. Required to use Electronic Fund Transfer for payroll. Subject to Random Drug testing and updated background investigations every five years and may be subject to subsequent fitness-for-duty evaluations.

HOW TO APPLY:

Applicants must email ALL required information in **one pdf document** to: Jobs_wiep@wiep.uscourts.gov

- 1) **Letter of interest addressing your experience with the representative duties and preferred qualifications.**
- 2) **[Federal Judicial Branch Application for Employment - AO 78](#).** Save the document upon opening.
- 3) **Performance evaluations.** Two most recent performance evals.

Based on these submissions, the most suitable and best qualified applicants will be selected for a personal interview.

Applicants invited to a personal interview will be asked to present what you believe to be the greatest strengths and possible areas of improvement in the current Firearms and Safety Program in the Eastern District of Wisconsin (or your district) and why. Also, explain what changes you would implement to address the areas of improvement. If the presentation includes use of PowerPoint or another form of visual aid to support your delivery, please send the visual aid to jobs_wiep@wiep.uscourts.gov one business day prior to your interview. The presentation should not exceed 10 minutes.

The U.S. Probation and Pretrial Services Office will not reimburse candidates for interview or relocation expenses. Based on office needs and with mutual agreement, the assigned duty station may change after appointment. The U.S. Probation and Pretrial Services Office reserves the right to amend or withdraw any announcement without written notice to applicants. More than one position may be filled from this 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.