



LOCATION: Milwaukee, WI

POSTING DATE: October 02, 2026

CLOSING DATE: Open until filled.
Applications received by November 6, 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 24-25

SALARY RANGE: \$50,643 - \$86,092.
CL24: \$50,643 - \$79,877
CL25: \$53,773 - \$86,092

Salary commensurate with experience.

Promotion potential to CL 25 without
further competition.

**Want to learn more about the roles of
a Probation Officer?** ED/WI Probation
Officers are composed of three
disciplines. Check out these videos on
each discipline:

- [Pretrial Services](#)
- [Presentence Investigations](#)
- [Post-Conviction Supervision](#)



[WIEP Career Opportunities](#)

[U.S. Probation & Pretrial Services Careers](#)

VACANCY ANNOUNCEMENT 2027-01

PROBATION/PRETRIAL SERVICES OFFICER ASSISTANT

POSITION OVERVIEW:

U.S. Probation and Pretrial Services Officer Assistants serve in a judiciary law enforcement position and provide technical and operational support and assistance to probation/pretrial services officers in a variety of areas, including assisting with compiling information for investigations; assisting with and monitoring select persons under supervision; drafting reports and correspondence; appearing in court, and assisting with similar operational duties.

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.

Milwaukee is home to over 150 state and county parks, 1,500 acres of beaches and 150 miles of bike trails. Landmarks include 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 WI](#).



REPRESENTATIVE DUTIES:

Under the guidance of a probation officer, supervise a caseload of persons under supervision which may include contact by telephone, in the office, and in the field. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records to include documentation of case activities.

Assist probation officers with presentence report 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 information to assist in their completion of probation reports.

Assist with pretrial services, under the direction of the supervisory officer, including attending court, conducting interviews, completing investigations, preparing reports, and providing other assistance as required.

Under the guidance of a probation officer, respond to judicial officer requests for information. Occasionally testify in court, accompanied by a probation officer, regarding the basis for factual findings and, if applicable, guideline applications.

Conduct and monitor drug screens from persons under supervision and maintain appropriate records.

Monitor inactive and/or administrative cases. Prepare violation and related reports on inactive cases when violation behavior is detected and appear in court on the violation matter.

Operate various criminal justice, law enforcement, and probation automated systems.

Participate in ongoing training and development programs.

Performs 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) High school graduation or equivalent and two years of progressively responsible general clerical, office, or other work experience that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.
- 4) Further, the selected candidate must have specialized experience:

CL-24: Requires one year of specialized experience, including at least one year equivalent to work at the CL-23 level.

CL-25: Requires one year of specialized experience, including at least one year equivalent to work at the CL-24 level .

Promotional potential from classification level 24 to 25 is earned and does not require further competition; promotional opportunities for officer positions are available to qualified employees on a competitive basis.

Specialized Experience: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Educational Substitution. Education above the high school level may be substituted for required *general* experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for *specialized* experience because operational court support positions require hands-on experience to be credited as specialized experience.

Preferred Qualifications:

- 1) Excellent writing skills, with the ability to produce clear, accurate, and professional documents.
- 2) Demonstrated computer (Windows & Microsoft environment) and automated electronic case filing systems skills; experience in a pretrial or probation system or relevant experience in a court; and/or customer service experience.

- 3) 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.
- 4) Bilingual candidates who have the ability to read, write and speak Spanish proficiently.

EMPLOYEE REQUIREMENTS:

This position allows for retirement at age 50 with 20 years of service, any age with 25 years of service and mandatory separation 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 (FERS) 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. A 10-year background investigation including FBI fingerprinting is required. In addition, as a condition of employment, 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. The medical requirements for law enforcement officer and officer assistant positions are available for public review on the USCourts.gov web site under [Officer and Officer Assistant Medical Requirements](#).

The United States District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). Judiciary employees serve under excepted appointments and are considered "at-will". Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

WORK ENVIRONMENT:

Work is generally performed in an office setting and may also be performed in the community. Work requires periodic and often supervised contact with persons who may have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations, such as uncontrolled and unsafe neighborhoods/environments.

BENEFITS:

Pay is only part of the generous total compensation package you receive while working for the Federal Judiciary. Employees also receive 13 days of vacation for the first three years (which increases with tenure), 13 days of sick leave, 11 paid holidays, retirement benefits, pension plan, and Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance (if carried for five years prior to retirement, health and life insurance may be carried for life), dental and vision insurance, long-term care insurance, a Flexible Benefits Program which includes health, dependent care, free parking, and an in-house fitness facility. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Virtual and in-person training opportunities are available. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program. [Federal Student Aid](#). For more information on benefits visit: <https://www.uscourts.gov/Careers/Benefits>

HOW TO APPLY:

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

- 1) **Cover letter.** Include a narrative explaining how your skills and experience align with the Representative Duties and Preferred Qualifications of the position.
- 2) **[Federal Judicial Branch Application for Employment - AO 78](#).** Save the document upon opening. Date of Birth Box 7 and the Optional Background Information on Page 5 are required for this position.
- 3) **Resume.** Include two professional and one personal reference.
- 4) **Unofficial transcripts.** If applicable, for bachelor's degree and advanced degrees. Transcripts must include date of graduation, degree(s) awarded, grade point average.

"Together, Making a Difference"

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. Email questions to Jobs_wiep@wiep.uscourts.gov.

The U.S. Probation and Pretrial Services Office will communicate with those individuals who will be invited for testing and personal interviews. Interviews will take place in Milwaukee.

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

This office provides reasonable accommodation to applicants with disabilities. If you need 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 accommodation will be made on a case-by-case basis.

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 **in either the Milwaukee or Green Bay office** 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.

Equal Opportunity Employer