



# CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE  
District of Connecticut

## POSITION

U. S. Probation Officer

## LOCATION

May be assigned to any office  
Bridgeport, Hartford, or New  
Haven)

## SALARY/TARGET

CL 25 – CL 28  
\*\$55,163 - \$135,773

\*(Dependent upon qualifications,  
experience, and location)

Multiple positions may be filled  
from this vacancy.

**Promotion potential at the  
discretion of the Chief U.S.  
Probation Officer without  
further competition**

## OPENING DATE

February 13, 2025

## CLOSING DATE

Open until filled with preference  
given to applications received  
before March 13, 2025

## ANNOUNCEMENT

25-CT- 01

## POSITION OVERVIEW



Part of the United States District Court, the U.S. Probation Office for the District of Connecticut assists the Court in both probation and pretrial functions through investigating and supervising individuals charged with or convicted of federal crimes.

*We are committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people and communities we serve. In recruiting members to our team, we welcome the full spectrum of humanity. We embrace the unique contributions that you can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity and expression, sexual orientation, nation of origin, age, languages spoken, veteran's status, religion, and economic status. Join us.*

## REPRESENTATIVE DUTIES

Conducts investigations and prepares reports for the court with recommendations for release or detention of defendants and sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing persons under investigation or supervision and their families, investigating the offense, prior record, and financial status of persons under supervision, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

Following the disclosure of the reports to the parties, analyzes any objections and determines an appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Prepares presentence reports, bail investigation reports, and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper imposition of sentence. Supervises clients to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.

Maintains personal contact with persons on supervision through office and community visits. Investigates employment, sources of income, lifestyle, and associates, to assess risk and compliance. Responsible for detection of substance abuse, and through assessment and counseling, implements the necessary treatment or violation proceedings. Refers persons to appropriate outside agencies regarding needs, such as medical and drug treatment, employment, housing, and educational or vocational training.

Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, other probation officers, and attorneys, concerning supervised persons' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of the U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings.

Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity. Performs all other duties as assigned.

## JOB REQUIREMENTS & QUALIFICATIONS

Those selected will have general knowledge of criminal justice system and should be able, either currently or with training, to develop knowledge in the following areas:

- Federal probation and parole legal requirements, policies and procedures;
- Federal sentencing guidelines and applicable case law;
- Investigative and supervision techniques;
- The roles, responsibilities and relationships among the Federal Courts, Parole Commission, and the Bureau of Prisons;
- Court appropriate written and verbal communication that is both clear and concise.

Qualified candidates should possess, or have the capacity and interest to be trained in, the following skills:

- Cultural intelligence (possess cognitive, motivational, and behavioral capacities to understand and effectively respond to the beliefs, values, attitudes, and behaviors of individuals and groups under complex circumstances);
- An ability to communicate and work effectively across cultures while possessing an awareness of and respect for differences;
- Appreciation of Diversity, Inclusion, Equity, and Belonging;
- Ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts;
- Application of statutes and adherence to regulations;
- Skill in supervising persons under conditions of release, including investigating their finances to determine the legitimacy of their income.
- Skill in risk assessment, developing appropriate alternatives and sanctions for non-compliant behavior.
- Skill in counseling clients to attain and maintain compliance with the conditions of their release. Ability to discern deception and act accordingly.
- Skill in using law enforcement automation systems to check defendants' backgrounds is required. Information technology skills are required as is the ability to perform work in a mobile environment.

**MINIMUM QUALIFICATIONS:** Completion of a bachelor's degree from an accredited college or university in a field of academic study that may be broadly applied to the duties. In addition, the successful applicant(s) must possess at least one-year experience, gained after completion of a bachelor's degree, in such fields as social work, community corrections, investigations, or substance/addiction treatment. Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**PREFERRED QUALIFICATIONS:** Preferred candidates may possess a master's degree or other advanced degree from an accredited college or university which evidences capacity to understand and apply the legal requirements and human relation skills involved in the position.

In addition, preferred candidates possess at least three years of specialized experience in field of study closely related to the work of the position. Specialized experience is defined as progressively

responsible experience, gained during or after completion of an advanced degree, in a related field. Experience as a police officer, correctional officer, or security officer is not creditable. Fluency in Spanish is a preferred skill.

**CONDITIONS OF EMPLOYMENT:** By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident “seeking citizenship.” 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 fingerprint and 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 successful candidate(s) will be required to participate in a 6-week training at the Federal Law Enforcement Training Center in Charleston, South Carolina.

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

**Maximum Entry Age:** 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.

Each recipient of Federal wage, salary, or retirement payments shall designate one or more financial institution or other authorized payment agents and provide the payment certifying or authorizing agency information necessary for the recipient to receive electronic funds transfer payments through each institution so designated, pursuant to the Federal Financial Management Act of 1994 [Title V, Section 402, section 333.2].

**EMPLOYEE BENEFITS:** Full-time employees of the United States Probation Office for the District of Connecticut 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, Long-Term Care Insurance, and Professional Liability Insurance • Workers' Compensation Program • On-site physical fitness facility (New Haven and Bridgeport) • Employee Assistance Program (EAP)/Work Life Services • Student Loan Forgiveness for Public Service Employees

## HOW TO APPLY

### APPLICATION PROCESS:

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

- Cover letter, Resume
- Written narrative addressing the Quality Ranking Factor
- AO-78, Application for Judicial Branch Federal Employment
- Copy of your college transcripts (official/non-official)
- Copy of your last two evaluations, if unavailable, please explain why in your cover letter.

Quality Ranking Factor: Applicants must submit a narrative statement no more than two pages, addressing the factor listed below. **(Mandatory)**

Please submit a well-written response, in no more than three double-spaced pages, to the following.

**1. What is it about the field of criminal justice and working for our organization that interests you?**

Incomplete or handwritten applications will not be returned, retained, or considered. Only one application per candidate will be accepted for this announcement.

Please submit all application materials, in PDF format, to:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=mf6sdx2k&pos=25-01>

Applications for Judicial Branch Federal Employment (AO78) may be obtained at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

NOTE: The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

Applicants selected for an interview will be required to travel to the designated location at their own expense. Only candidates who are selected for interviews and testing will receive a written response regarding their application.

**The United States Probation Office for the District of Connecticut is an Equal Opportunity Employer and values diversity in the workplace.**