

United States District Court  
Middle District of Georgia  
U.S. Probation Office

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Position: United States Probation and Pretrial Services Officer  
(Permanent; Full-Time Appointment)

Duty Station: Albany, Georgia

Vacancy Number: #25-03

Starting Salary: CL-25 to CL-28  
Salary: \$50,927 to \$115,213  
(Starting salary based upon education and experience)

Issue Date: April 18, 2025

Closing Date: May 23, 2025

The United States Probation Office for the Middle District of Georgia is accepting applications for the position of United States Probation Officer. This position is for the Albany Division, but others may be added in the future.

**Representative Duties**

The United States Probation Office for the Middle District of Georgia is accepting applications for the position of United States Probation and Pretrial Services Officer. The person selected for this position will be responsible for a wide variety of duties relating to the investigation and supervision of individuals charged with and/or convicted of federal crimes. The officer will be responsible for using evidence-based practices to maximize adherence to the court-imposed conditions of supervision, reduce risk to the community and provide correctional treatment and re-entry services. Officers also make recommendations to the Court regarding pretrial release and imposition of sentences. These duties are accomplished through personal interaction with persons under supervision, collateral resources, and treatment providers both in the office and in the community. Officers will supervise persons under supervision convicted with a variety of offenses ranging in severity from misdemeanor cases committed on federal property to violent offenders and sex offenders. The officer is required to maintain a written account of work performed, investigate potential issues or violations, prepare written reports for the Court, and provide recommendations/testimony before the Court in some instances.

**Qualifications**

A bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, human relations, sociology, education, public administration or related field of study is required. At least one year of specialized, progressively responsible experience gained after

completion of the Bachelor's Degree, in criminal or financial investigations, report writing, probation, pretrial services, parole, corrections, counseling, or work in substance abuse/addiction treatment is also preferred.

Completion of the requirements for a Bachelor's Degree and one of the following may be substituted for the one year of specialized experience:

- An advanced degree in one of the above disciplines or completion of at least 30 semester or 45 quarter hours toward an advance degree
- An overall grade point average of 3.0 or better
- A grade point average of 3.5 or better in the major field of study
- Election to membership in a National Honor Society for Academics

Additionally, candidates for this position must be U.S. Citizens or lawful permanent residents actively seeking citizenship and must be able to demonstrate the following qualities:

- Capable of treating people with dignity and respect at all times
- Possess unquestioned integrity, trust, judgment, and maturity
- Demonstrate a commitment to promoting teamwork
- Demonstrate sufficient keyboarding/computer skills to be able to produce reports, documents, and correspondence using word processing and other office system technologies
- Be flexible and adaptable to change
- Able to multi-task, prioritize work, and meet established deadlines

### **Maximum Entry Age and Physical Requirements**

U.S. Probation and Pretrial Services Officers are covered under federal law enforcement retirement as defined in 5 U.S.C. §§ 83-84. In order to be included under federal law enforcement provisions, the candidate must not have reached their 37<sup>th</sup> birthday at the time of their appointment. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees' Retirement System 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 officer experience subtracted from their age to determine if they are eligible. Candidates for this position require mandatory retirement at the age of 57 and must have at least 20 years of creditable law enforcement service to be eligible to retire.

The duties of U.S. Probation and Pretrial Services Officers require the investigation and management of individuals charged/convicted of federal crimes, some of whom may pose a danger to officers in particular and the public in general. In the supervision, treatment and control of these individuals, these duties may require moderate to arduous physical activity, including prolonged periods of walking and standing, physical dexterity, and coordination necessary to use a firearm and self-defense tactics. On a daily basis, officers may face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals in the federal criminal justice system.

Because officers must be able to protect themselves and are subject to moderate to arduous exertion, candidates must be physically able to perform their duties. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required.

## **Conditions of Employment**

Prior to appointment, the selected officer will undergo a medical examination and drug screening. Upon successful completion of the medical exam and drug screening, the candidate may be appointed provisionally, pending an extensive background investigation and a determination by the Court as to the suitability to permanently fulfill the duties of the position. In addition, officers are subject to random and on-going drug screening, an updated background investigation every five years, and as deemed necessary by management for probable cause, may be subject to evaluations to determine fitness-for-duty. Officers are subject to a one-year probationary employment period and will be required to submit fingerprints for an FBI background check.

## **Additional Information for Applicants**

The United States Probation Office is a part of the Judicial Branch of the United States Government. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory Electronic Funds transfer for payment of net pay. Employees already serving as a U.S. Probation or Pretrial officer who wish to transfer to the Middle District of Georgia must agree to a term of commitment to the district of a minimum of three (3) years.

Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of several health benefit plans a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), life insurance, annual and sick leave, a Long Term Care Plan, periodic salary increases, and the Thrift Savings Plan (retirement savings) with some matching funds. Benefits also include 11 paid holidays per year.

## **Application Procedures:**

Interested persons should submit an application packet to include:

- A cover letter and resume
- Application for Judicial Employment Form AO 78 which may be found at [www.gamp.uscourts.gov](http://www.gamp.uscourts.gov) under Professionals tab, Employment with USPO
- Copy of college transcript for all degrees
- Narrative addressing the Quality Ranking Factors as noted below

## **Quality Ranking Factors:**

Applicants must submit a narrative statement addressing both of the below listed factors:

- 1) Describe your qualifications, skills, and abilities that are relevant to the field of pretrial and probation services.
- 2) Describe why you would like to become a United States Probation Officer for the Middle District of Georgia

All documents in the application packet are to be submitted in **.pdf format** no later than **4:00 PM EST on Friday, May 23, 2025**, to [hr@gamp.uscourts.gov](mailto:hr@gamp.uscourts.gov) with the **subject line reading Probation Officer Job #25-03 (last name, first name, middle initial)**.

**Screening Process:**

**Tier I – Resume Packets Reviewed:** Each applicant’s resume packet will be reviewed by the Chief U.S. Probation Officer or his assigned designee. The most qualified applicants will be selected to progress to Tier II. We anticipate this phase to take at least one week from the closing date of the announcement.

**Tier II – Testing:** Candidates advancing to this tier will be scheduled to take a test which assesses written and verbal skills as well as analytical reasoning abilities. If the applicant resides in another state, we will request assistance from the nearest U.S. Probation Office to the applicant. Otherwise, testing will be conducted at the headquarters office located in Macon, Georgia. A review of the tests will be conducted by a panel of employees. Candidates who perform well on the written test will be eligible to advance to the interview stage.

**Tier III- Interview:** Candidates selected for this stage will be scheduled for a personal interview before a panel of employees, including the Chief U.S. Probation Officer at a date and location to be determined.

**Please note that the Court is not authorized to reimburse candidates for travel in connection with testing, interviews, or relocation expenses. The U.S. District Court is an Equal Opportunity Employer.**

