



Notice of Vacancy

Position Title:	United States Probation Officer Full-time/Regular, Excepted Service
Announcement No.:	2025-02
Location:	Roanoke, Virginia
Opening Date:	February 10, 2025
Closing Date:	Open Until Filled Submissions received by February 24, 2025, will receive first consideration
Salary Range:	\$48,890 - \$115,213 (CL 25 – CL 28) Starting grade and salary commensurate with qualifications and experience Promotion potential to target grade of CL 28 without further competition

The U.S. Probation Office for the Western District of Virginia, a combined district for probation and pretrial services, is currently accepting applications for the position of U.S. Probation Officer. The Probation Office currently consists of 51 employees who support 10 judicial officers and staff located in six divisional offices (Abingdon, Charlottesville, Danville, Harrisonburg, Lynchburg and Roanoke). Travel including overnight, within and outside the district, is required.

REPRESENTATIVE DUTIES

Under the general supervision of the Chief, Deputy Chief, Assistant Deputy Chief, or Supervisory Probation Officer, the U.S. Probation Officer (USPO) conducts investigations and prepares reports for the court 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 the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedure*, U.S. Sentencing Guidelines, Monographs, and relevant case law. The USPO enforces court-ordered supervision components and implements supervision strategies, maintaining personal contact with persons under supervision. The USPO addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary treatment or violation proceedings, through assessment, monitoring, and counseling, following established procedures and protocols. Further, the USPO responds to judicial officers' requests for information and advice, testifies in court, maintains detailed written records of case activity, analyzes and responds to any objections, and assesses an individual's level of risk and develops appropriate risk management strategies. The USPO communicates with other organizations and persons concerning individuals' behaviors and conditions of supervision, and identifies and investigates violations, implementing appropriate alternatives and sanctions and reporting violations to the appropriate authorities.

QUALIFICATIONS

A 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, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position is required for all officer positions. An established residence or plan to reside within or near Albemarle County and a familiarity with the client base and community served is preferred.

LEVEL	MINIMUM EDUCATION AND/OR EXPERIENCE REQUIREMENTS
CL-25	Bachelor's degree and one year of specialized experience; or Bachelor's degree and one of the following superior academic achievement requirements: <ul style="list-style-type: none">• An overall "B" grade point average equaling 2.90 or better of a possible 4.0;• Standing in the upper third of the class;• "3.5" average or better in the major field of study;• Election to membership in Phi Beta Kappa, Sigma Xi, or 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	Bachelor's degree and two years of specialized experience, including at least one-year equivalent to work at the CL-25; 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	Bachelor's degree and two years of specialized experience, including at least one-year equivalent to work at the CL-27.

Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. **Experience as a police, custodial, or security officer, other than criminal investigative experience, is not creditable.**

Completion of a master's degree in a field of study closely related to the position or a Juris Doctor (JD) degree may be substituted for the two years of specialized experience and is qualifying for appointment at the CL-27.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. 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. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicant 37 years of age or over who have previous law enforcement officer 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 whether they meet the maximum age requirement.

The successful candidate will possess excellent written and oral communication skills as well as excellent computer skills, including knowledge of and skill in using automated databases and word processing; the ability to perform thorough investigations; analyze and evaluate varied information from multiple sources and form conclusions; write clear, concise, grammatically correct reports while meeting strict deadlines; and possess knowledge of the roles and responsibilities of the federal courts and probation office. The successful candidate will possess a valid driver's license and have access to a personal vehicle for use in the event a government-issued vehicle is unavailable.

Further, the successful candidate will possess the ability to organize and prioritize one's work schedule; exercise initiative in handling assignments; work independently with little or no supervision; exercise discretion and sound judgment; handle conflict; listen actively and express empathy; work harmoniously and collaborate with a variety of staff; and maintain a positive, professional demeanor at all times.

BENEFITS

As part of a generous total compensation package, the federal judiciary offers a diverse group of benefit programs, including health, dental, and vision coverage, participation in flexible reimbursement accounts, and retirement benefits. For more information, visit <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

Prior to appointment, the selectee considered for this position will undergo a medical examination, drug screening and a ten-year background investigation. Upon successful completion of the medical examination, drug screening and background investigation, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions 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 primary and secondary law enforcement officer and officer assistant positions are available for public review at <http://www.uscourts.gov> under Officer and Officer Assistant Medical Requirements.

Work is performed in an office setting and out in the community (field situations) and may be subject to variable hours, including nights and weekends, and requires regular contact with persons who have violent backgrounds.

The incumbent will be required to complete the Probation Officer training program at the Federal Law Enforcement Training Academy (FLETC) in Charleston, SC.

HOW TO APPLY

Qualified persons should submit the following:

- A letter of interest;
- A detailed resume;
- Two most recent performance appraisals (or an explanation why they cannot be provided);
- College transcript(s) (official or unofficial);
- Contact information for three professional references; and
- [Judicial Application for Employment – Form AO78](#)

The letter of interest should be addressed to Ms. Jennifer K. Williams, Chief U.S. Probation Officer, and should detail the applicant's qualifications and specialized experience.

Application packets should be submitted as a **single PDF** via email to careers@vawd.uscourts.gov and reference **USPO #2025-02** in the subject line. Application submissions received by close of business Monday, February 24, 2025, will receive first consideration. Only complete application submissions, containing all required documentation, will be considered.

Due to the anticipated high volume of submissions expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The United States District Court is an Equal Opportunity Employer.
