

**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF GEORGIA**



NOTICE OF VACANCY

POSITION: U. S. Probation Officer
LOCATION: Brunswick, Georgia
VACANCY: **PROB 25-01**
STARTING SALARY: CL-25 to CL-28 (\$63,148 - \$88,621)
CLOSING DATE: September 28, 2025

The U.S. District Court for the Southern District of Georgia is comprised of three authorized District Judgeships, one senior judge, and three magistrate judges. The Southern District of Georgia is headquartered in Savannah and has divisional offices in Augusta and Brunswick. The Probation & Pretrial Services Office has openings for U.S. Probation Officers in our Brunswick, Georgia, office.

This position is eligible for a career ladder promotion. Once eligibility requirements are met, an employee can be promoted to the higher grade without further competition.

POSITION SUMMARY:

The U.S. Probation and Pretrial Services Officer performs duties and responsibilities which include, but are not limited to, the following:

Officers conduct investigations and prepare reports for the Court with recommendations concerning the release or sentencing of individuals who have been charged with or convicted of federal offenses. The preparation of these reports requires interviewing defendants and their families; investigating the offense, prior record and financial status of the defendant; and contacting law enforcement agencies, employers, attorneys, victims of crimes, and other civic or community agencies. An integral part of the presentence process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Following disclosure of the presentence report, the officer analyzes any objections and determines an appropriate course of action, including resolving disputed issues and/or presenting unresolved issues to the Court. Officers monitor and supervise defendants and persons under federal supervision, enforce court conditions, and provide treatment opportunities to support positive lifestyle changes. Officers perform any other related duties required by the Court or the Chief Probation Officer.

In conducting post-sentence supervision activities, the officer addresses the adherence of persons under supervision to their court-imposed supervision conditions, the reduction of risk to the

community, and correctional treatment. The officer also maintains personal contact with persons under supervision through contacts in the office and community; investigates employment, sources of income, lifestyle and associates to assess risk and compliance; monitors for substance abuse and, through assessment and counseling, implements treatment or petitions for court proceedings; addresses substance abuse, mental health, domestic violence, and similar issues; refers persons under supervision for employment/training, and medical, psychological, or drug treatment depending on identified needs; investigates violations of the conditions of supervision and implements appropriate alternatives and sanctions. As necessary, the offender prepares fact-based reports for the Court or parole authorities, which may include interpreting the U.S. Sentencing Commission revocation guidelines; making recommendations for disposition; and testifying at court and parole hearings. Further, the officer interacts with organizations such as the U.S. Parole Commission, the Bureau of Prisons, military parole authorities, and attorneys concerning conditions for persons under supervision.

QUALIFICATIONS:

CL25 – One year of specialized experience and completion of a bachelor's degree from an accredited college or university with a major in criminal justice, criminology, psychology, sociology, human relations, business, or public administration is **required**.

CL27 – Two years of specialized experience or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

CL28 – Two years of specialized experience.

Specialized Experience: This is defined as progressively responsible experience in fields such as probation, pretrial services, parole, corrections, criminal investigations, substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. **(Experience as a custodial or security officer does not qualify as specialized experience. Experience as a police officer qualifies only if such experience is in criminal investigations.)**

PHYSICAL REQUIREMENTS AND MAXIMUM AGE ENTRY:

The duties of probation officers require investigating and supervising persons under federal supervision who present physical danger to officers and to the public. Because officers must effectively deal with physical attacks and are subject to moderately arduous physical exercise, applicants must be physically capable of conducting field work and must possess a valid driver's license. **(First-time appointees must not have reached their 37th birthday at the time of appointment.)** Applicants 37 and older 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 whether they meet the maximum age requirement.

Officers are required to complete a six-week mandatory training period with the Federal Probation and Pretrial Academy at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina, during their first year of employment.

SPECIAL REQUIREMENTS FOR PROBATION OFFICERS:

First time appointees to the position of U.S. Probation Officer must undergo an extensive government background investigation. Further, 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 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 and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers, and officer assistants are available for public review at <http://www.uscourts.gov>.

INFORMATION FOR APPLICANTS:

The selected applicant's employment is contingent upon a commitment to remain employed as a USPO in the Southern District of Georgia for a minimum of three (3) years.

APPLICATION PROCESS:

Email the following documents in a single PDF to gas_permgr@gas.uscourts.gov with Vacancy Number PROB 25-01 indicated in the subject line of your email. **ALL REQUESTED DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:**

- Cover Letter addressing your skills and experience, with an explanation as to how those skills and experience may contribute to the organization;
- Detailed resumé with salary history;
- Completed AO78 (available at www.gasp.uscourts.gov);
- Most recent performance evaluation;
- List of 3 professional references; and
- Copy of college transcripts

Only applicants who are selected to proceed to the next step will be contacted.

THE COURT IS NOT AUTHORIZED TO REIMBURSE A CANDIDATE FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES. THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.