



UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF NEW YORK

Vacancy Announcement No. 25-04

MORE THAN ONE POSITION MAY BE FILLED FROM THIS ANNOUNCEMENT

Opening Date: July 14, 2025

Closing Date: July 28, 2025

Position:	U.S. PROBATION OFFICER
Position Location:	Western District of New York – Rochester
Salary Range:	Classification Level 23-28 \$46,948 - \$116,020 Pay Table RT (LEO)/Pay Table RT – starting salary is dependent upon qualifications. Promotion potential to Classification Level 28 without further competition if appointed at a lower level.
Starting Date:	To Be Determined

The U.S. Probation & Pretrial Services Office for the Western District of New York encompasses 17 counties and consists of two offices. There are four district court judges, five senior judges, and seven magistrate judges. The probation office is headquartered in Buffalo and has one division office in Rochester. The vacant position is available in the **Rochester** office.

Present workload includes supervision of probationers, supervised releasees, parolees, military parolees, pretrial defendants and pretrial diversion cases and the preparation of presentence investigations and all other types of investigations (including bail and pretrial diversion) for the court.

REPRESENTATIVE DUTIES:

A probation officer performs duties and responsibilities such as, but not limited to, the following:

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants 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 Procedures, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court, and some districts may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.

- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers. Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

MINIMUM QUALIFICATION REQUIREMENTS:

Qualifications for United States Probation Officers are prescribed and set forth as guidelines by the Judicial Conference of the United States. All probation officer positions require completion of 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 relations skills involved in the position for placement at Classification Level 23. In addition to the educational requirement, applicants must have one year of specialized experience to qualify for Classification Level 25. Classification Level 27 requires two years of specialized experience. Classification Level 28 requires two years of specialized experience.

COMPETITIVE FACTORS:

Applicants possessing three years of specialized experience are preferred. Bilingual (Spanish) candidates are encouraged to apply.

SPECIALIZED EXPERIENCE:

Progressively responsible experience, in such fields as probation, pretrial services, parole, corrections, criminal investigations, substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

EDUCATIONAL SUBSTITUTIONS:

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience (and is qualifying for CL 25, Step 1).

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. A "B+"(3.5) average or better in the major field of study, such as business or public administration, human resources management, industrial relations or psychology.
4. 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 is qualifying at CL 25, step 1. Completion of a master's degree in a field of study closely related to the position or a Juris Doctor (JD) degree is qualifying at CL 27, Step 1.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:

The duties of probation officers require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, they 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. First-time appointees to positions covered under federal law enforcement retirement provisions must not have reached their **37th** birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Federal Employee's 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. State or local law enforcement time in service is not creditable.

The incumbent will be required to complete a four-week office training program at the Federal Law Enforcement Training Center in Charleston, South Carolina.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS:

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. The final candidate must successfully complete a ten-year background investigation conducted by the Office of Personnel Management. In addition, as conditions of employment, the 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 service officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

APPLICATION PROCESS:

Individuals interested in being considered for the position are invited to submit a cover letter and resume to Lisa M. Janca, Human Resources Administrator, lisa.janca@nywp.uscourts.gov, by the close of business at 5:00 PM EST on July 28, 2025. The cover letter must include a narrative statement describing your interest in seeking this position. Job description and additional information can be located on our website at www.nywp.uscourts.gov.

Applicants must be United States citizens. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for interview. Only qualified applicants will be considered for this position. The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior notice.

The U.S. Probation & Pretrial Services Office is an Equal Opportunity Employer