

United States Probation District of Vermont

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Career Opportunity #: 2025-02

Position Title: U.S. Probation Presentence/Pretrial Officer
Full time Permanent (FTP), Excepted Service

Location: Burlington, VT

Classification Level: Court Personnel System, CL 27/28

Salary: \$60,340 – \$117,565

Posting date: 5/12/2025

Closing date: 6/20/2025 (or until position is filled)

POSITION OVERVIEW:

The United States Probation Office for the District of Vermont is accepting applications for a full-time officer located in Burlington, Vermont. Probation officers report to the Chief U.S. Probation Officer or his/her designee. Probation officers serve in a judiciary law enforcement position and promote community safety, gather information, supervise persons on probation, supervised release, and parole, interact with collateral agencies, prepare reports, conduct investigations and present recommendations to the Court.

The United States Probation Office for the District of Vermont is committed to the goals, mission and values of the [United States Probation and Pretrial Services Charter for Excellence](#).

The successful candidate will be required to participate in a six (6) week National Training Academy at the Federal Law Enforcement Training Center (FLETC) program located in Charleston, South Carolina.

DUTIES AND RESPONSIBILITIES:

- Supervises individuals under supervision (IUS) to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
- Maintains personal contact with IUS through office and community visits and by telephone. Investigates employment, sources of income, life style 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 IUS to appropriate outside agencies such as medical and drug treatment facilities, employment and training.

- Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning 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 U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court hearings. Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity.
- Conducts investigations and prepares reports for the Court with recommendations, which requires interviewing IUS/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 and Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law.
- Respond to judicial officer's requests for information and advice. Serve as a resource to the Court. Maintain detailed written records of case activity. May conduct surveillance and/or plain view seizure at the discretion 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.
- Conduct presentence investigations and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution. Assess IUS/defendants' level of risk and needs and develop a blend of strategies for mitigating and correcting risks.
- Knowledge of and compliance with The Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Participate in and contribute to ongoing training programs and have a working knowledge of outcome-driven evidence-based practices.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- Qualifications for United States Probation Officers are prescribed and set forth as guidelines by the Judicial Conference of the United States. To qualify at the CL 27 level, candidates must have a bachelor's degree from an accredited college or university.
- To qualify at the CL 28 level, the applicant must have 2 (two) years of specialized experience, including at least one year equivalent to the work at the CL 27 level; or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor Program. **Experience as a police, custodial, or security officer, other than any criminal investigation experience, is not acceptable.**

COURT PREFERRED QUALIFICATIONS:

- Preferred: The successful applicant must be mature, responsible, poised, organized and meticulous; must also possess tact, good judgment, initiative and the ability to work with a wide variety of people with diverse backgrounds. Applicant must possess exceptional writing skills, demonstrate strong analytic ability and be able to work collaboratively in a team environment. Progressively responsible clerical, administrative, or technical work experience related to supervision and counseling of persons on probation, or supervised release; preparation of reports or investigations of individuals.

BENEFITS:

The United States Probation Office offers a generous benefit package to full-time permanent employee which includes:

11 Paid Federal Holidays	Thrift Savings Plan (401k style)
13 Days Paid Vacation (per year for the first three years)	Life Insurance (optional)
20 Days Paid Vacation (after three years)	Long-Term Disability Plan (optional)
26 Days Paid Vacation (after fifteen years)	Long-Term Care Insurance (optional)
13 Days Paid Sick Leave	Medical, Dental & Vision Coverage
Participation in Federal Employees Retirement System	
Health, Dependent & Commuter Reimbursement Programs (optional)	

CONDITIONS OF EMPLOYMENT:

- **Physical Requirements and Maximum Entry Age:** The duties of probation officers require the investigation and management of convicted IUS who present physical danger to probation officers and to the public. In the supervision, treatment, and control of IUS 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, probation officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing federal offenses.
- As provided for in the Federal Employee's Retirement Act of 1986 (hazardous duty provisions), first-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. The position currently allows for retirement at age 50 with 20 years of service and mandatory retirement at the age of 57.
- As a condition of employment, all selected candidates for appointment as a probation officer will be required to undergo a thorough background investigation, pre-employment drug testing, and 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, the incumbent will be subject to ongoing random drug screening, updated background investigation every five (5) 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 officers and officer assistants are available for public view at <http://www.uscourts.gov/fedprob/officers.html>.

The applicant selected must abide by the [Code of Conduct for Judicial Employees](#) and [The Charter for Excellence](#); demonstrate sound ethics and good judgment at all times; and must display a careful and deliberate approach in handling confidential information in a variety of contexts.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Qualified persons interested in being considered for this position should electronically submit via e-mail a cover letter specifying qualifications in relation to the position, a resume and an [AO 78, Federal Judicial Branch, Application for Employment](#) in PDF format addressed to: Dori Greene, Administrative Manager; at this email: employment@vtp.uscourts.gov Application packets will not be considered complete unless all items listed above are included. Only one (1) application per candidate will be accepted for this announcement. Travel and relocation expenses will not be reimbursed.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified

by phone or e-mail.

The U.S. Probation Office provides reasonable accommodations to applicants with disabilities in accordance with the Americans with Disabilities Act. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The United States Probation Office is an Equal Opportunity Employer.