



## UNITED STATES PROBATION OFFICE – DISTRICT OF COLORADO

Byron Rogers Courthouse  
1929 Stout Street, Suite C -120  
Denver, CO 80294  
[cop.uscourts.gov](http://cop.uscourts.gov)

**REVISED**

### United States Probation Officer

Vacancy Announcement: 2024-05-USPO

POSITION:	United States Probation Officer
POSITION TYPE:	Full-time, permanent
SALARY RANGE:	CL 25 (\$55,551 – \$88,904) – Pay Table DEN (LEO)* CL 27 (\$64,518 – \$104,885) – Pay Table DEN* CL 28 (\$77,327 – \$125,720) – Pay Table DEN** <i>*Starting salary dependent on qualifications.</i> <i>**Position has promotable potential up to a CL28 without further competition.</i>
OPEN DATE:	Tuesday, January 16, 2024
CLOSING DATE:	Open until filled; <b>Preference given to applications received by close of business Monday, April 1, 2024.</b>
AREA OF CONSIDERATION:	Nationwide
DUTY STATION:	Denver, Colorado

*More than one position may be filled from this vacancy, dependent upon staffing needs and budget funding.  
The Court reserves the right to cancel and/or modify this position announcement as needed.*

The United States Probation Office for the District of Colorado is accepting applications for the position of Probation Officer. The U.S. Probation Office for the District of Colorado includes four offices: Denver (headquarters), Colorado Springs, Grand Junction and Durango. A United States Probation Officer works in a team environment, serves in a judiciary law enforcement position and assists in the administration of justice. The incumbent promotes community safety, gathers information, supervises defendants/offenders, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. An officer may guide the work of other staff.

The primary focus of the job is to fulfill statutory requirements to conduct pretrial and presentence investigations, supervise defendants/offenders, make recommendations to the court, evaluate needs and conditions, and maximize compliance for the purpose of ensuring community safety. The job involves making independent decisions within the context of professional standards, broad policies, and general goals. Probation officers gather and analyze information to determine or recommend the best course of action. The primary judiciary contacts are other probation/pretrial services staff, judicial officers, and staff of other court units for the purpose of conducting investigations and maintaining accurate and up-to-date information in case files. The primary external contacts are defendants and their families, other government agencies, U.S. Attorney's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and similar activities. Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with persons who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur). Travel within the state is required.

## **MISSION STATEMENT**

We make the community safer by facilitating the administration of justice, providing opportunities for positive change while maintaining professional integrity, dignity, and respect for all.

## **REPRESENTATIVE DUTIES**

These representative duties are intended to provide generalized examples of duties and responsibilities that may be performed by the position, but this list is not intended to reflect all duties that may be performed.

- 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, *Guide to Judiciary Policy* (including Volume 8 (Probation and Pretrial Services)), 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 of 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 in 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 REQUIRED EDUCATION**

All probation officer positions require completion of a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

In addition to meeting the required education identified above, applicants at each grade level must also have additional education or specialized experience in the amounts shown in the table below:

Level	Minimum Additional Education and/or Experience
CL-25	<p>One year of specialized experience;</p> <p><b>or</b></p> <p>Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:</p> <ul style="list-style-type: none"> <li>• An overall "B" grade point average equaling 2.90 or better of a possible 4.0;</li> <li>• Standing in the upper third of the class;</li> <li>• "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;</li> <li>• Election to membership in one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.</li> </ul>
CL-27	<p>Two years of specialized experience;</p> <p><b>or</b></p> <p>Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree,</p>
CL-28	Two years of specialized experience.

#### **SPECIALIZED EXPERIENCE**

Progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in 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.

#### **COURT PREFERRED SKILLS**

Preference will be given to applicants who can demonstrate the following: Three years specialized experience with an emphasis in field of case management related to probation, pretrial services and/or parole. This includes preparing presentence reports for the court and/or supervising clients/offenders in the community. Supervision experience should include knowledge of evidence-based practices in community corrections, including, but not limited to, risk assessment, risk-based supervision, and cognitive behavioral treatment. Preference may also be given to those who can effectively communicate in Spanish.

#### **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Employees are required to use electronic funds transfer for payroll deposit. The Court requires employees to adhere to a Code of Conduct as well as specific employee policies and performance expectations. The Court reserves the right to cancel/and or modify this position announcement as needed.

#### **MAXIMUM ENTRY AGE**

First-time appointees for this position must not have reached their 37th birthday at the time of appointment. Applicants age 37 or older who have previous law enforcement experience in the Federal Employees Retirement System or Civil Service 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. Retirement is mandatory at age 57.

## MEDICAL & BACKGROUND REQUIREMENTS

The duties of probation officers require the investigation and management of alleged offenders 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-defensive 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 charged with criminal offenses or convicted of committing federal offenses.

The medical requirements for law enforcement officer positions are available for public review on [www.uscourts.gov](http://www.uscourts.gov) under [Officer and Officer Assistant Medical Requirements](#). Prior to appointment, the selectee considered for this position will undergo a medical examination and a drug screening. Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally, pending a favorable suitability determination by the court once the ten-year, high-sensitive background investigation is completed. 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. Transfers from another district are not required to undergo a medical examination, drug testing, or the background investigation; however, all applicable records for the background reinvestigation apply. Also, at the Chief's discretion, the most recent investigation/reinvestigation report completed on behalf of the officer may be examined.

## TRAINING

Probation officers receive extensive local training and are required to successfully complete a six-week intensive national training program at the U.S. Probation and Pretrial Services Training Academy in Charleston, South Carolina.

**BENEFITS:** Judiciary benefits include 13 days of vacation for first three years (which increases with tenure), 13 days of sick leave, 11 paid holidays, retirement benefits, and Thrift Savings Plan (TSP) including a government match. Optional benefits include health and life insurance, dental and vision insurance, long-term care insurance, a flexible benefits program which includes health, dependent care and parking reimbursement, RTD EcoPass (depending on budget), and an in-house fitness facility. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Student loan forgiveness is also available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness ([PSLF](#)) program. Court employees may also be eligible for telework or flexible schedules, in accordance with local policy. See the complete list of benefits on our employment [website](#).

## HOW TO APPLY

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#))
- Current resume and cover letter
- Your last two performance evaluations
- College transcripts

Your application packet must be submitted **as a single pdf document** by email to: [cod\\_hrd@cod.uscourts.gov](mailto:cod_hrd@cod.uscourts.gov). Please note "Vacancy Announcement: 2024-05-USPO" in the subject line of the email. Incomplete applications and applications received after the closing date may not be considered. **Because this is a high-sensitive position, all applicants must complete the "Optional Background Information" section of the AO78 (page 5) for consideration.**

**THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER**