



UNITED STATES PROBATION OFFICE – DISTRICT OF COLORADO

**La Plata County Courthouse
1060 E. 2nd Avenue, Suite 130
Durango, CO 81301
cop.uscourts.gov**

U.S. Probation Officer Assistant

Vacancy Announcement: 2026-04-USPO

POSITION: United States Probation Officer Assistant

POSITION TYPE: Full-time, Temporary; Appointment Limited to One Year and One Day.

SALARY RANGE: CL 23/25-CL 23/61 (\$57,188-72,359) – [Pay Table RUS \(LEO\)*](#)

OPEN DATE: April 16, 2026

CLOSING DATE: Open until filled.

AREA OF CONSIDERATION: Nationwide

DUTY STATION: Durango, Colorado

The Court reserves the right to cancel and/or modify this position announcement as needed. The successful candidate may be offered an extension contingent on performance and budget availability.

Are you passionate about making a difference? Do you find fulfillment in contributing to a safer community and helping others make positive changes in their lives? Do you want to be part of a collaborative and diverse team that values everyone's unique strengths? If so, the U.S. Probation Office might be the right place for you! Working for the U.S. Probation Office is an honorable calling, and we consider it to be one of the best community corrections jobs in the nation. Expect challenging and rewarding work in our fast-paced, service-oriented environment where teamwork and professional growth are emphasized. Learn more about a career with the U.S. Probation Office [here](#).

The U.S. Probation Office for the District of Colorado is accepting applications for the position of U.S. Probation Officer Assistant in Durango, Colorado. The U.S. Probation Officer Assistant works under the direction and guidance of a probation officer and supervisor. The incumbent provides technical and administrative support to probation officers, primarily assisting with the supervision of low-risk cases, compiling information for investigations, coordinating with collateral agencies, drafting reports and correspondence, conducting field work, and performing similar duties.

The U.S. Probation Office for the District of Colorado includes four offices: Denver (headquarters), Colorado Springs, Grand Junction, and Durango. The oversight of the Durango division includes La Plata, Archuleta, Dolores, San Juan, Montezuma, Ouray, and San Miguel counties, including two Indian reservations. The Durango division supports a part-time U.S. Magistrate Judge and a U.S. District Judge and is currently staffed with one probation officer.

We are a part of the Judicial Branch, one of the three separate branches of the federal government. We independently set our own employment policies.

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.

CORE VALUES

Our district's core values are Commitment to Quality and Excellence, Dedication to Teamwork and Collaboration, Performance and Results Driven, Respect for Employees and Stakeholders, and Professional Integrity. Our core values are the foundation that underlies our work, how we interact with each other, and the strategies we employ to fulfill our mission.

BENEFITS

A generous benefits package is available and includes:

- Flexible schedules and up to 50% remote work
- 13 days of paid vacation leave during the first three years of service, with increased accrual based on tenure
- 13 days of sick leave
- 11 paid holidays
- 12 weeks of Paid Parental Leave
- Retirement benefits and participation in the Thrift Savings Plan (TSP), with government matching contributions of up to 5%
- Health, life, dental, and vision insurance
- Flexible spending accounts for health care, dependent care, and parking expenses
- Employee Assistance Program (EAP)
- Student loan forgiveness may be available to qualified employees under the Public Service Loan Forgiveness ([PSLF](#)) program

See the complete list of benefits on our employment website [here](#).

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.

- Under the guidance of a probation officer, supervise a caseload of low-risk offenders requiring contact by telephone, in the office, and in the field. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Assist probation officers with less complex pretrial and/or presentence investigations to include compiling criminal histories and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provide officers with accurate factual information to assist in their completion of probation reports.
- Under guidance from a probation officer, draft and submit selected reports. Observe, and apprise the supervisor of the lifestyle, personal problems, and needs of offenders. Assist in the development of community resources to meet those needs.
- Under the guidance of a probation officer, respond to judicial officers' requests for information and occasionally testify in court, accompanied by a probation officer, regarding the basis for factual findings and, if applicable, guideline applications.
- Conduct collateral investigations and draft and submit collateral reports, which may entail making telephone, office, and/or field contacts. Perform record keeping.
- Collect and conduct urine tests on offenders of the same gender and maintain appropriate records.
- Operate various criminal justice, law enforcement, and probation automated systems.
- Participate in ongoing training and development programs.
- Perform other appropriate duties as assigned.

MINIMUM REQUIREMENTS

The successful applicant must be a high school graduate (or equivalent) and have two years of general experience to be employed at CL 23.

GENERAL EXPERIENCE is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

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.

EDUCATIONAL SUBSTITUTION

Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equaling one year of general experience.

COURT PREFERRED SKILLS

Preference will be given to applicants who have one or more of the following:

- Completion of a Bachelor's degree from an accredited college or university, in criminal justice, psychology, sociology, social work, or another related field.
- At least one year of experience in in case management, case-related support work, probation, pretrial services, parole, social services, law enforcement, corrections, or a related setting.
- At least one year of experience researching, reviewing, or maintaining criminal history records, court records, case files, or other confidential information from federal, state, local, or other official sources.
- At least one year of experience maintaining records, entering data, and handling sensitive or confidential information with accuracy and attention to detail.

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 AND BACKGROUND REQUIREMENTS

The duties of probation officer assistants require the investigation and management of pretrial defendants or convicted persons under supervision who present physical danger to officers, officer assistants, and to the public. In the supervision, treatment, and control of these individuals, 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 or officer assistants 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 under [Officer and Officer Assistant Medical Requirements](#). Prior to appointment, the selectee considered for this position must 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. For transfer applicants, at the Chief U.S. Probation Officer's discretion, the most recent background investigation/reinvestigation report completed on behalf of the officer may be examined prior to an employment offer being made. If a selectee's initial background investigation has not been completed at the time of transfer, the selectee would be appointed in our district provisionally, pending a favorable suitability determination by our court.

ADDITIONAL 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.

HOW TO APPLY

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#))
- Cover letter; if you do not currently reside in Colorado, please address your motivation for relocating to Colorado
- Current resume
- Performance evaluations for the last two years
- College transcripts if substituting for general experience

Your application packet must be submitted **as a single pdf document** by email to: cod_hrd@cod.uscourts.gov.

Please note “Vacancy Announcement: 2026-04-USPO” in the subject line of the email. Incomplete applications may not be considered. Because this is a high-sensitive law enforcement position, all applicants must include their date of birth (page 1) and complete the “Optional Background Information” section of the AO78 (page 5) for consideration.

If you previously applied to our current opening for a U.S. Probation Officer position in Durango and would like to be considered for this position as well, let us know via email – no need to submit a new application.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER