

**UNITED STATES PROBATION &  
PRETRIAL SERVICES OFFICE  
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY**



**POSITION TITLE:** U.S. Probation Officers – Transfer Opportunity

**POSITION TYPE:** Full-Time Regular (FTR), Excepted Service

**ANNOUNCEMENT #:** #22-01

**LOCATION:** Boston, Lawrence and Worcester, MA

**CLASSIFICATION LEVEL:** CL 27 - 28 (\$59,299 - \$115,545)\*  
\* Starting salary depending on qualifications and experience

**OPENS:** February 9, 2022      **CLOSES:** Open Until Filled

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The U.S. Probation & Pretrial Services Office for the U.S. District Court, District of Massachusetts, is looking for experienced U.S. Probation and U.S. Pretrial Services Officers in good standing (i.e., not on a performance improvement plan, in a probationary period or in a similar status). Office assignment will be in our Boston, Lawrence or Worcester office. More than one vacancy may be filled from this announcement.

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**Boston** is the capital and largest city in the state of Massachusetts, officially the Commonwealth of Massachusetts. There are many interesting places in Boston and across the state of Massachusetts. Explore more about [Massachusetts](#) to see why many find it an attractive place to live and work.

**Position Description:**

Assignment will be in either the Investigations or Supervision Unit, depending on availability and the candidate's qualifications.

**Investigations Unit** - A United States Probation Officer conducts investigations and prepares bail and presentence reports for the Court with recommendations for detention, release, and sentencing of individuals charge and convicted of federal offenses. The preparation of these reports requires interviewing individuals

and their families; investigating the offense, prior record, and financial status of the individual; and contacting law enforcement agencies, attorneys, victims of the crimes, schools, etc. The purpose of these activities is to ascertain the individual's background, assess danger to the community and risk of non-appearance at future court proceedings, assess the probability of future criminal behavior, calculate profit from, and any restitution owed for, the offense, and to determine ability to pay fines or make restitution. Officers apply U.S. Sentencing Commission guidelines and case law; decide the appropriate course of action after analyzing any objections to presentence reports; resolve disputed issues; make written sentencing recommendations to the Court; and appear at hearings to assist as needed.

**Supervision Unit** – A United States Probation Officer supervises individuals to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Maintains personal contact through office and community visits and by telephone. Investigates employment, sources of income, lifestyle 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. Makes referrals 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 offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of conditions of bail or 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 or parole hearings. Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity.

**MINIMUM QUALIFICATIONS:**

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, is required for all probation or pretrial services officer positions.

To qualify at the CL-27 level, a candidate must possess two years of specialized experience, or completion of a master's degree in a field of study closely related to the position, or Juris Doctor (JD) degree.

To qualify at the CL-28 level, a candidate must possess at least two years of specialized experience.

Specialized experience is defined as progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

The successful candidate must be mature, responsible, poised, organized and detail oriented. He or she must possess good critical thinking skills, tact, sound judgment, initiative, good time management skills, and the ability to work with a wide variety of people with diverse backgrounds. Proficiency with MS Word, Westlaw and Lexis is desirable.

### **COURT PREFERRED SKILLS:**

- 1) A minimum of one year of experience.
- 2) Possess the counseling skills, personal demeanor, and commitment necessary to facilitate positive behavioral change.
- 3) Possess good writing and oral communication skills and the ability to work independently and professionally without daily supervision.
- 4) Possess the ability and desire to work effectively with judges, lawyers, clients and investigative agencies.

Candidates for employment will be required to follow the vaccination policy for the District of Massachusetts.

U.S. Probation and/or Pretrial Services Officers transferring to our district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, it is at the discretion of the Chief U.S. Probation Officer for the U.S. Probation & Pretrial Services Office, District of Massachusetts, to request drug testing and/or medical examination if through direct observation or objective evidence, an officer is determined to be unable to perform the essential functions as defined in the medical guidelines. Also, at the Chief's discretion, the most recent investigation/reinvestigation report completed on behalf of the officer may be reviewed.

### **THE SELECTION PROCESS:**

Employment is subject to background investigation as noted above and verification of information supplied.

### **HOW TO APPLY:**

Submit all of the following documents together **as one single pdf**:

- (1) a letter of interest that includes an outline of your skills and experience,
- (2) a current resume
- (3) an AO-78, Application for Federal Judicial Branch Employment (current version dated 12/2021 - including numbers 18-20), and
- (4) your last two performance appraisals. If unavailable, please provide explanation in cover letter, to:

**Kristi Allard, Human Resources Director  
U.S. Probation & Pretrial Service Office,  
USPO 22-01  
U.S. District Court  
John Joseph Moakley U. S. Courthouse  
1 Courthouse Way, Suite 1200  
Boston, MA 02210**

Applicant packets also accepted by e-mail: [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov)

**Note:** If you apply by email, please make certain the code **HR Mail, Vacancy #22-01, Transfer Probation Officers**, appears in the subject line of your email correspondence to [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov)

The AO-78 Application for Federal Judicial Branch Employment (dated as effective 02/2020) can be found on the employment page of the U.S. District Court's website at [www.map.uscourts.gov](http://www.map.uscourts.gov). Official college

transcripts can be mailed to the address listed above. Applicants who fail to submit all the requested documents, as specified above, may lose consideration for employment.

**Information for Applicants**

The U.S. Probation & Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. If a subsequent vacancy of the same (or similar) position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool. This job announcement may involve filling more than one position described herein.

**NO FAXES PLEASE  
EQUAL OPPORTUNITY EMPLOYER**