

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

**NOTICE OF VACANCY**



**POSITION TITLE:** Firearms and Safety Specialist

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

**ANNOUNCEMENT #:** USPO #25-03

**LOCATION:** Boston, Worcester, Springfield, Taunton, or Lawrence Office

**CLASSIFICATION LEVEL:** CL-29 (\$95,099 - \$155,199)

**OPENS:** December 19, 2025

**CLOSES:** January 2, 2026

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The United States Probation & Pretrial Services Office for the District of Massachusetts is seeking qualified individuals for a Firearms and Safety Specialist position, which may be based in any of our offices in the district. The Firearms and Safety Specialist reports directly to one, or more, Supervisory United States Probation Officers. This vacancy is open to current U.S. Probation and Pretrial Services Officers only.

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**SPECIALIST:**

The Firearms and Safety Specialist is a resident authority regarding all aspects of firearms and officer/office safety related issues, in addition to performing functions of a line officer. The incumbent must carry at least a 50 percent caseload, spending at least 50 percent of their time working with persons under supervision. Further, the Firearms and Safety Specialist shall perform some administrative services, by way of guiding the work of other staff.

The Firearms and Safety Specialist is responsible for matters relating to the effective supervision of high-risk offenders (as indicated by their PCRA score) who require intensive supervision. The cases may include, but are not limited to: sex offenders, gang-related cases, high profile cases, or other high risk offenders. This position is considered hazardous duty, which requires irregular work hours, to include nights, weekends, and holidays. The specialist position 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. This position also requires frequent travel to divisional offices and training facilities throughout the district. The Firearms and Safety specialist must maintain current knowledge of national policies and procedures and remains current regarding developments associated with the specialized case type(s) under supervision.

### **Duties and Responsibilities**

The Firearms and Safety Specialist manages a caseload that includes a significant proportion of offenders/defendants of a specialized type and serves as local experts on cases of this type. The specialist performs duties that involve high-risk issues, such as mental health treatment, substance and/or alcohol abuse, sex offenses, computer-related crimes, and financial (white collar) crimes or cases with location monitoring conditions. The cases may be both pretrial and/or post-conviction and the geographical location of the cases may vary.

Duties may include, but are not limited to:

- Perform all duties and responsibilities of a United States Probation Officer at the CL-28 level.
- Serve as the resident authority for the firearms and safety programs. Recommend, develop, and update firearms and safety policies and procedures in written form to ensure understanding and consistency within the district. Ensure that the district firearms and safety program comply with national and local court approved policy.
- Maintain certification as Lead Firearms & Safety Instructor per national policy. Facilitate initial and subsequent firearms qualifications training for officers. Propose an annual training schedule for approval by the Chief Probation Officer. Provide justifiable recommendations to the Chief Probation Officer regarding the appropriateness of officers to carry firearms. Serve as a liaison on firearms and safety issues to the Court, the Administrative Office, and other districts.
- Serve as a resource and expert to the court, line officers, and staff in high-risk, specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants in high-risk cases.
- Maintain detailed and accurate inventory of all weapons, ammunition, firearms, and safety program equipment. Ensure that any weapon used is inspected for serviceability and is sent for gunsmith inspection and/or repair as required by national and local policies.
- Notify officers, as well as the Chief Probation Officer, of officer's failure to re-qualify.
- Document any injuries received during qualifications training and submit appropriate reports.
- Determine and evaluate available resources in relation to firearms and safety. Work with the Chief Probation Officer and the finance or budget unit to procure firearms and safety related items.
- Maintain detailed records on all qualification training events, making required reports to the Chief Probation Officer. Lead or oversee the District Safety Committee. Create individualized and realistic training scenarios.
- Maintain and process hazardous incidents via the applicable database.
- Serve as the Evidence Custodian. Manages the Case Property Inventory and officers on related policies and procedures.
- Perform administrative duties regarding area of specialty.
- Maintain compliance with national and local policies related to the supervision of specialized cases. Evaluate, modify, and/or develop procedures to help ensure compliance with supervision policies and other AO directives. Suggest and/or implement improvements and/or changes in practices, as needed. Ensure that required documentation in PACTS is standards compliant.
- Serve as a resource to other staff and the Court regarding specialized need cases.

- Work closely with contract agencies and service providers to ensure compliance with the national contract. Extend technical assistance to contract agencies and service providers in areas such as program management, operative procedures, case management, and casework. Conduct regular monitoring visits of contract agencies and service providers as provided in the national policy.
- Participate in on-going training and education to further develop and/or enhance techniques and skills related to the monitoring and supervision of individuals in the area(s) of specialization. Provide management and staff with updates regarding changes in monitoring methods/technology.
- Supervise cases, in part, consisting of individuals that may be participating in our judge involved supervision courts (e.g., RISE, RESTART, CARE).
- Perform other duties as assigned by supervisor or senior management which may relate to special needs cases and/or generalist cases, and/or other duties suited to senior/specialist USPO based on workload needs of the district.

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.

### **Qualifications**

To qualify for the specialist position at the CL 29, an applicant must be presently employed as a U.S. probation officer and have a minimum of three (3) years of experience, including at least one year as a U.S. Probation/Pretrial Services Officer.

### **APPLICATION PROCESS:**

Consideration will only be given to those that apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.mad.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A cover letter of interest indicating why you are interested in this position and what best qualifies you for the position.
2. A current resume. If you are an outside applicant, please include a list of three (3) professional references and their current contact information;
3. A copy of your two most recent performance evaluations, if you are an outside applicant.
4. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

**Information** Application packages will not be considered completed until ALL the items listed have been received by Human Resources.

### **For Applicants:**

The District of Massachusetts U.S. Probation Office is an equal opportunity employer that is committed to a diversified workforce. Employees of the U.S. District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service)

in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment. The Federal Financial Management Reform Act requires direct deposit of federal wages.

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. This job announcement may involve filling more than one position described herein.

Due to the expected high volume of applicants for this position, the U.S. Probation Office will only make contact with those qualified applicants who will be invited to interview. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

**NO FAXES OR EMAIL PLEASE**