

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

NOTICE OF VACANCY



POSITION TITLE: Probation Officer Sentencing Guidelines Specialist

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

ANNOUNCEMENT #: #25-06

LOCATION: Boston, MA

CLASSIFICATION LEVEL: CL 29 (\$95,459 - \$155,199)*

OPENS: December 19, 2025

CLOSES: January 2, 2026

The U.S. Probation & Pretrial Services Office for the U.S. District Court, District of Massachusetts, is looking for a qualified individual for a Probation Officer Sentencing Guideline Specialist position in Boston. Probation Officer Specialists report directly to one, or more, Supervisor United States Probation Officers. This vacancy is open to current U.S. Probation and Pretrial Services Officers only.

SPECIALIST

The specialist, in conjunction with other specialists, is a resident authority for the district in supervising individuals with specialized risk/need areas 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. 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. The specialist serves as an in-house authority regarding presentence investigations, presentence report preparation, and the U.S. Sentencing Guidelines and as a leader and resource, performing various functions to support the Investigations Unit and the District. The Specialist maintains current, working knowledge of policies, investigation resources, relevant caselaw, and systems used in area of specialty.

Duties and Responsibilities

The specialist will maintain a caseload of investigations, with assignments including complex, financial, and/or high-profile cases, and may be assigned pretrial investigations. The type of investigations and proportion may vary, based on the needs of the Unit/District (see Benchmark for CL 28 Probation Officer). Duties may include, but are not limited to:

- Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/defendants and their families and collecting background information from various sources. This process includes the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, the U.S. Sentencing Guidelines, procedural manual guidance, and relevant case law in the area of specialization.
- Maintain proficiency in financial investigation techniques and assist other officers in this area. Interview victim(s) and provide victim impact statements to the Court.
- Communicate with providers and/or other involved parties regarding individuals' reported history and treatment/service needs.
- Analyze and resolve disputed issues raised in the presentence investigation and report and present unresolved issues to the Court for resolution.
- Maintain compliance with national and local policies regarding investigations and supervision, including risk/need assessment and monitoring considerations associated with determining and recommending conditions of supervision. Evaluate, modify, and/or develop procedures to ensure compliance with procedural manuals or 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 investigations and the U.S. Sentencing Guidelines.
- Mentor, advise, train, and make recommendations to other officers, senior leadership, and/or the Court in areas of specialization. Assist in developing and/or maintaining training materials or other resources for the Unit. Participate in PACTS/PSX training and user support to help ensure that PACTS documentation and investigations data quality is accurate and complete. Assist Supervisory Probation Officers in assigning presentence investigations and in the review of presentence investigation reports, as needed.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- 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.
- Utilize DSS reports. Identify/evaluate technology and other resources which may aid in conducting investigations and case/load management.
- Train and/or supervise interns, as needed. 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.

Qualifications:

To qualify for the specialist position at the CL-29, applicants must be presently employed as a federal probation officer, have a minimum of three (3) years of experience, including at least one year as a U.S. Probation Officer. The ideal candidate will have a demonstrated history of consistency and reliability, working well with others as part of a team, and excellent verbal and written communication skills.

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
2. A current resume,;

3. Your last two (2) performance appraisals. If unavailable, please provide explanation in cover letter and,
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