



**U.S. PROBATION & PRETRIAL SERVICES OFFICE  
DISTRICT OF PUERTO RICO**

**U.S. PROBATION AND PRETRIAL SERVICES OFFICER**

**\*\*\*\*TRANSFER OPPORTUNITY – 2023-05\*\*\*\***

**SALARY RANGE:** \$47,586 - \$107,701/annual salary (RUS Salary Table). Please note that District of Puerto Rico receives a 2.81% Cost of Living Allowance.

**OPEN PERIOD:** Open until filled.

**CLASSIFICATION:** CL25 - CL28

**POSITION INFO:** Full Time - Excepted Service

**DUTY STATION:** More than 1 vacancy in the following location: San Juan, PR United States  
Experience being part of the exceptional US Probation & Pretrial Services Office for the District of Puerto Rico!

**WHO MAY APPLY:** All Qualified Individuals who are Bilingual (English/Spanish)

**JOB SUMMARY:** The incumbent conducts pretrial bail investigations/reports, presentence investigations/reports, provides recommendations to the court, and supervises offenders.

**POSITION OVERVIEW & DUTIES: Investigative Duties:** The incumbent conducts investigations, prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders, their families, investigating the offense, prior record and financial status of the offender, contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission Guidelines and relevant case law. The incumbent testifies in court as to guideline applications, serves as a resource to the court to facilitate proper imposition of sentence, and performs other duties as assigned. **Supervision Duties:** The incumbent supervises defendants/offenders to maximize adherence to imposed conditions, reduce risk to the community and provide correctional treatment. This is accomplished through personal contact with defendants/offenders in office and community settings. Offenders' employment, sources of income, lifestyle and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations.

**KEY REQUIREMENTS:** Have broad knowledge of Court operations and functions; fluency in English and Spanish languages (written, oral, translation). Knowledge in the use of Windows, MS Office/Word, computer literate, and typing skills preferred; Possess valid driver's license; Availability to work irregular hours (nights & weekends).

**HOW YOU WILL BE EVALUATED:** An interview will be provided to qualified candidates. Only those candidates in consideration for this position will be contacted. ***Phone calls will not be accepted.***

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**HOW TO APPLY:** Submit cover letter & resume detailing your education and work experience via email to agency contact as follows:

**AGENCY CONTACT INFO:**

*Human Resources Team  
prphr@prp.uscourts.gov*

*Agency Information:*

*US Probation Office & Pretrial Services Office for the District of PR  
150 Carlos Chardon Avenue  
Federal Office Bldg, 2<sup>nd</sup> Floor, Room 225  
San Juan, PR 00918*

*The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.*

*The United States Probation Office is an Equal Opportunity Employer*