



**U.S. PROBATION & PRETRIAL SERVICES OFFICE
DISTRICT OF PUERTO RICO
VACANCY ANNOUNCEMENT 2025-02
ASSISTANT U.S. PROBATION OFFICER**

The U.S. District Court Probation and Pretrial Services Office for the District of Puerto Rico, is seeking fully bilingual candidates for Assistant U.S. Probation Officer as follows:

Annual Salary Range: CL24/01 - CL24/61 (\$47,949 - \$75,622) annual base salary, plus 2.49% Cost of Living Allowance. The stated classifications are subject to candidates' qualifications and experience.

Number of Vacancies: More than one full-time position may be filled.

Open Period: until filled.

Qualification Standards: Incumbent must:

- ✓ Have good knowledge of court operations and functions;
- ✓ Fluency in English and Spanish languages (written, oral, and translation);
- ✓ Knowledge in the use of Windows, MS Office/Word, computer literacy;
- ✓ Typing skills preferable;
- ✓ Possess valid driver's license and vehicle
- ✓ Availability to work irregular hours (nights & weekends)

Main Duties: Help probation and pretrial services officers carry out investigation and supervision duties, providing assistance and technical support in a wide range of areas. Perform tasks such as gathering information, preparing reports, and drafting correspondence related to cases. Also, supervise low-risk defendants and offenders, performing some of the same duties as officers, only under closer supervision. For additional information, please refer to attached job description.

Requirements: Must possess 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, social work, counseling, or business/public administration. In addition, one year of specialized experience equivalent to work at the next lower grade is required. Specialized experience is defined as that gained after completion of a Bachelor's Degree, in such fields as probation, pretrial services, parole, corrections, criminal investigation, and substance/addiction treatment work.

Medical Requirements and Maximum Entry Age: Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. 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. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officer and officer assistants are available for public review at: <http://www.uscourts.gov>. First-time appointees to positions covered under law enforcement retirement provisions must not have reached their 37th birthday at the time of the appointment, (Title 5, U.S.C. Chapters 83 & 85). Applicants age 37 or over who have prior law enforcement officer experience under Civil Retirement System or the Federal Employees' 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 experience subtracted from their age to determine whether they meet the maximum age requirement.

Additional Requirements: Hazardous duty (law enforcement) officers must also successfully pass an Office of Personnel Management (security/sensitive) background investigation and will be subject to an updated background investigation every five years. Applicant must be a U.S. Citizen or eligible to work in the United States. A written examination will be provided to qualified candidates. An interview will be granted depending upon the written examination results.

Information for Applicants: You will be evaluated for this job based on how well you meet the qualifications above. A written examination will be provided taking into consideration relevant education and work experience as per submitted application package. The interview opportunity will be granted depending on the written examination results determining those as best qualified. Due to the volume of applications to be received, only candidates in consideration for this position will be contacted. NO PHONE CALLS WILL BE ACCEPTED.

Application Procedure: Qualified applicants should email an application packet consisting of: current and detailed resume and letter of interest outlining how your skills, education and experience relates to the position, all as one attachment in PDF format to: prphr@prp.uscourts.gov - subject line should read: **AUSPO 2025-02**

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 U.S. Probation and Pretrial Services Office is an Equal Opportunity Employer