



**U.S. PROBATION & PRETRIAL SERVICES OFFICE  
DISTRICT OF PUERTO RICO  
VACANCY ANNOUNCEMENT 2025-01  
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 U.S. Probation Officer as follows:

**Annual Salary Range:** CL25/01 - CL28/61 (\$49,965 - \$113,078) annual base salary, plus 2.63% Cost of Living Allowance. The stated classifications are subject to candidates' qualifications and experience.

**Position Information:** Full-time-Excepted Service

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

**Open Period:** until filled.

**Qualification Standards:** All individuals who are fully bilingual candidates and comply with Key Requirements below.

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

**Key Requirements:** You must be a U.S. Citizen; have good knowledge of Court operations and functions; fluency in English and Spanish languages (written, oral, translation); knowledge in the use of Windows, MS Word, computer literacy and typing skills preferred; possess a valid driver's license; availability to work irregular hours (nights & weekends). Successful candidates must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must always maintain a professional appearance and demeanor; ability to meet the public, work harmoniously with others and communicate effectively, in both languages, orally and in writing, is required.

**Position Overview and Duties:** By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice. Officers promote community safety, gather information, supervise defendant/offenders during traditional and non-traditional hours, interact with other agencies, conduct investigations, prepare reports, and present recommendations to the court.

**Investigation Duties:** The incumbent conducts presentence investigations, prepares reports for the court with recommendations to the court for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders, their families, investigating the offense, collect background data from various sources, 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 policies and procedures, statutes, Federal Rules of Criminal Procedures, the U.S. Sentencing Commission Guidelines, Guide to Judiciary Policy, Monographs, and relevant case law. Tracks legal developments, and updates staff and the court. Serves as a resource to the court to facilitate proper imposition of sentence, analyzes and responds to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Track critical dates, monitor sentencing continuances, and presents completed reports pursuant to assigned due dates or applicable deadlines 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. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling. Schedule and conduct drug use detection tests of defendants/offenders, following established procedures and protocols. Maintain computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and guideline applications. Serve as a resource to the court. Maintain detailed electronic records of case activity. May conduct surveillance and/or search and seizure at the direction of the court. Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court. 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 and performs other duties as assigned.

**Qualifications Required:** Possess bachelor's degree from an accredited college or university in a field of academic study, involving criminal justice, criminology, psychology, sociology, human relations, business or public administration, social work, or counseling. Experience as a police officer, custodial or security officer, other than criminal investigation experience, is not creditable. As a Law Enforcement position, applicants must not have reached their 37th birthday at the time of appointment and must meet physical standards. Appointees to the position of United States Probation Officer must undergo an extensive government background investigation. Further, prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as a condition of employment, incumbents 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 officers, and officer assistants are available for public view at [http:// www.uscourts.gov](http://www.uscourts.gov). Officers must successfully complete a six-week national training program at the United States Courts National Training Academy at the Federal Law Enforcement Training Center in Charleston, South Carolina.

**Additional Requirements & Information:** 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. The United States Probation Office requires employees to adhere to a Code of Conduct which is available for review at [www.uscourts.gov](http://www.uscourts.gov). The U.S. Probation Office reserves the right to modify the conditions of this job announcement, withdraw the announcement, fill the position at any time, any of which may occur without

prior written notice or without further advertising. Due to the volume of applications received, the U.S. Probation Office will only communicate with those qualified individuals who will be tested and interviewed.

**Benefits:** Judicial Branch employees are considered “at will” employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: Up to 13 days paid vacation per year for the first three (3) years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service; A minimum of ten (10) paid holidays per year; Mandatory participation in the federal retirement system and social security program; Optional participation in the federal health insurance program of your choice; Optional supplemental vision and dental programs are offered; Optional participation in a group life insurance program; Retirement-FERS/FRAE (with enhanced law enforcement benefits); Thrift Savings Plan-Automatic Contribution 1% of Basic Pay for FERS employee and employee matching up to an additional 4% of Basic Pay When computing leave accrual and retirement benefits, time in service with other federal agencies and time for prior military service is taken into consideration. Electronic Fund Transfer (EFT) for payroll direct deposit is required.

**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](mailto:prphr@prp.uscourts.gov) - subject line should read: **USPO 2025-01.**

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

<b>Job Title</b>	Probation/Pretrial Services Officer	CL - 25
<b>Occupational Group*</b>	Professional Line	

### Job Summary

By statute, the Probation/Pretrial Services Officer serves in a judiciary law enforcement position and assists in the administration of justice. The incumbent promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The Probation/Pretrial Services Officer may guide the work of officer assistants and other staff. The incumbent performs duties that involve general pretrial services or probation cases, under the guidance of a Supervisory Officer.

### Representative Duties

- Under the guidance and direction of a Supervisory Officer, conduct investigations and prepare reports for the court with recommendations. Interview offenders/defendants and their families and collect background data from various sources. During process, interpret and apply policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and *U.S. Sentencing Guidelines*, Monographs, and relevant case law, as applicable.
- Under the guidance and direction of a Supervisory Officer, enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders, investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and refer to appropriate specialist.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officers' requests for information and advice. Testify in court as to the basis for factual findings and guideline applications, if warranted. Maintain detailed written records of case activity.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*.
- Under the guidance and direction of a Supervisory Probation Officer, review and resolve disputed issues involving defendants/offenders and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Provide offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Assist offenders/defendants toward integration into the job market.
- Communicate with other organizations and personnel (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Discuss violations with Supervisory Probation Officer. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.

### Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

#### Probation, Pretrial Services, and Law Enforcement

- General knowledge of the roles and functions of the federal probation and/or pretrial services offices. General knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's

Office, Federal Public Defender's Office, and other organizations. General knowledge of federal pretrial services, probation and parole policies and procedures. Knowledge of surrounding community and available community resources. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (i.e., National Crime Information Center). Knowledge of investigative and supervision techniques, including familiarity with resources available to verify offenders'/defendants' information. Knowledge of available OPPS defendant and offender workforce development resources.

- Skill in reviewing and summarizing legal concepts and issues. Skill in reasoning and critical thinking. Skill in relating to other people. Ability to evaluate case information and offender/defendant circumstances. Ability to compile and summarize information (such as background checks and criminal histories) within established time-frames. Ability to follow safety procedures. Ability to organize, prioritize work schedule, work with limited supervision, and to exercise discretion. Ability to work under pressure of short deadlines.

**Judgment and Ethics**

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

**Written and Oral Communication/Interaction**

- Ability to communicate effectively (orally and in writing) to individuals and groups, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders/defendants. Ability to interview and gather information.

**Information Technology**

- Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems. Ability to perform record checks, record urinalysis results, compile criminal history information, and similar activities subsequent to instructions.

**Factor 2 – Primary Job Focus and Scope**

The primary focus of the job is to support more experienced probation/pretrial services officers in fulfilling the statutory requirements of conducting pretrial and pre-sentence investigations, supervising offenders/defendants, making recommendations to the court, evaluating needs and conditions of supervision, and maximizing compliance for the purpose of ensuring community safety. Errors by incumbents may have the ultimate consequence of affecting the outcome of a legal matter, thus Probation/Pretrial Services Officers rely on guidance and direction from the supervisory officer.

**Factor 3 – Complexity and Decision Making**

Aspects of both the investigative and supervision functions of probation work are time-consuming and complicated. Incumbents work within tight deadlines. Generally, procedures are established and well documented. Probation/Pretrial Services Officers exercise some discretion in carrying out assigned responsibilities. Incumbents make decisions based on their level of knowledge and experience, with more complicated matters or problems referred to the supervisor.

**Factor 4A – Interactions with Judiciary Contacts**

The primary judiciary contacts are other probation/pretrial services staff, judicial officers and their staff, and staff of other court units for the purpose of conducting investigations, and maintaining accurate and up-to-date information in case files.

**Factor 4B – Interactions with External Contacts**

The primary external contacts are offenders/defendants and their families, other government agencies, U.S. Attorney's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for

the purpose of investigating offenders'/defendants' backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and performing similar activities.

### **Factor 5 – Work Environment and Physical Demands**

Work is performed in an office setting as well as in the community. Work requires periodic contact with individuals who have known violent backgrounds. These contacts are made in both generally controlled office settings, as well as in uncontrolled or unsafe neighborhoods/environments during field supervision activities.

\*Occupational Group:

Operational Court Support Positions = **O**

Administrative Court Support Positions = **A**

Professional Administrative Positions = **PA**

Professional Line Positions = **PL**