

**U. S. PROBATION & PRETRIAL SERVICES
DISTRICT OF DELAWARE
VACANCY ANNOUNCEMENT (#26-02)**

POSITION: UNITED STATES PROBATION OFFICER

LOCATION: WILMINGTON, DELAWARE

SALARY RANGE: CL-27 \$65,820 to \$106,993
CL-28 \$78,879 to \$128,256
(Commensurate with experience)

OPENING: February 4, 2026

CLOSING: February 18, 2026 (or open until filled)

Position Overview

This position is located in the U. S. Probation & Pretrial Services Office, District of Delaware. The district serves the three counties of Delaware and has offices in Wilmington and Dover. Assignment to an office duty station is at the discretion of the Chief Probation Officer. The person filling this position must be able to perform a wide range of duties, such as investigation and supervision of pretrial defendants, conducting background investigations on convicted defendants, and supervising sentenced federal offenders. The ability to communicate effectively, in writing and orally, is a requirement. The successful applicant must also be able to work effectively with a wide range of people of varying backgrounds. There is potential promotional opportunity up to a CL 28, without further competition.

Representative Duties

Under the guidance and direction of a Supervisory Officer, the officer conducts investigations and prepares reports for the court with recommendations. Interviews offenders/defendants and their families and collects background data from various sources. During the process, interprets and applies policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and *U.S. Sentencing Guidelines*, Monographs, and relevant case law, as applicable.

Pretrial Investigations: Under the guidance and direction of a Supervisory Officer, the officer conducts pretrial investigations and prepares pretrial reports for the court with recommendations addressing risk of flight and risk of danger to the community. Gathers comprehensive, factual, and objective information that is verified with collateral resources. Provides written and verbal assistance to the court regarding pretrial procedures in a clear, logical, and concise format.

Presentence: Under the guidance and direction of a Supervisory Officer, the officer conducts presentence investigations and prepares comprehensive reports for the Court, including sentencing recommendations for individuals convicted of federal offenses. These reports are developed through extensive fact-finding and analysis to ensure the Court is provided with accurate, verified, and objective information for sentencing determinations.

Duties include conducting in-depth and independent investigations of the offense, offense conduct, and victim impact using appropriate investigative techniques and verified information sources. The officer seeks and evaluates input from defendants, family members, attorneys, case agents, law enforcement agencies, and other relevant sources to obtain complete and reliable case information.

The officer obtains, reviews, and analyzes criminal history records and supporting documentation to accurately assess a defendant's criminal background for sentencing purposes. This includes interpreting and applying applicable statutes, Federal Rules of Criminal Procedure, U.S. Sentencing Guidelines, relevant case law, and court policies and procedures. The officer demonstrates proficiency in these areas through accurate guideline calculations, appropriate selection of sentencing options, and well-supported sentencing recommendations contained in the presentence report and any required addenda.

In addition, the officer investigates defendants' employment history, financial resources, sources of income, lifestyle, and associates to identify mitigating and aggravating factors, assess risk, evaluate the likelihood of future compliance under supervision, and determine the need for correctional treatment, monitoring, and counseling.

Supervision: Under the guidance and direction of a Supervisory Officer, the officer enforces court-ordered supervision components and implements supervision strategies. Maintains personal contact with defendants and offenders, investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and similar problems and refers to appropriate specialist.

Schedules and conducts drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintains paper and computerized records of test results. Maintains chain of custody of urinalysis testing materials. Responds to judicial officers' requests for information and advice. Testifies in court as to the basis for factual findings and guideline applications, if warranted. Maintains detailed written records of case activity.

Investigates and analyzes financial documents and activities and takes appropriate action. Interviews victim(s) and provides victim impact statements to the court. Ensures compliance with *Mandatory Victims Restitution Act*.

Under the guidance and direction of a Supervisory Probation Officer, the officer reviews and resolves disputed issues involving defendants/offenders and presents unresolved issues to the court for resolution. Assesses offenders'/defendants' level of risk and develops a blend of strategies for controlling and correcting risk management.

Provides offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identifies interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Assists offenders/defendants toward integration into the job market.

Communicates 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. Identifies and investigate violations and implements appropriate alternatives and sanctions. Discusses violations with Supervisory Officer. Reports violations of the conditions of supervision to the appropriate authorities. Prepares written reports of violation matters and makes recommendations for disposition. Testifies at court or parole hearings. Conducts Parole Commission preliminary interviews.

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 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 timeframes. 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.

Primary Job Focus and Scope

Assignments and duties of the position could be in the Presentence Investigations or Supervision Department, or blended responsibilities, depending on needs of the office and the candidate's qualifications. Presently, Presentence Investigations is the current focus. In preparing presentence investigation reports, the officer investigates both the offense and the defendant's background. This process involves interviewing the defendant and family members; examining the offense of conviction, prior criminal record, and financial status; and contacting relevant sources such as law enforcement agencies, attorneys, victims, schools, and community organizations. The officer may also conduct home and neighborhood visits as part of the investigation.

A critical component of this role is the interpretation and application of the U.S. Sentencing Commission Guidelines and relevant case law. After disclosure of the report, the officer reviews and analyzes any objections, determines the appropriate course of action, and works to resolve disputed issues or present unresolved matters to the court. Ultimately, the officer serves as a resource to the court to assist in the fair and accurate imposition of a sentence.

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 Supervisory Officer.

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.

Qualifications:

To qualify for the U. S. Probation and Pretrial Services Officer position, a candidate must be a United States citizen or otherwise eligible to work for the United States. Must have a bachelor's degree from an accredited college or university in a field of academic study, such as counseling, social work, criminal justice, psychology, sociology, law or family services, which provides evidence of the capacity to understand and apply legal requirements and human relations skills necessary for the position.

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.

First-time appointees covered under law enforcement retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over, who have previous law enforcement officer service under the Civil Service Retirement System, or the Federal Employment Retirement System, and who have either a subsequent break in service or intervening service in a non-law enforcement officer position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37.

Benefits:

Judiciary employees are entitled to standard federal benefits such as paid vacation, paid sick time, health and life insurance and tax deferred savings plan. Judicial employees are also eligible for long-term care insurance, disability insurance, and a Flexible Benefits Program which includes medical care reimbursement, dependent care reimbursement and commuter benefits reimbursement, mandatory EFT (Electronic Funds Transfer) direct deposit of salary payment.

Application Process:

Applicants interested in this vacancy should submit a completed AO78 Application for Judicial Employment (which can be obtained from www.uscourts.gov/forms/AO078.pdf, a cover letter, resume and brief writing sample (not more than two pages). The nature of the writing sample is your choice, as long as it exemplifies your ability to write. It would be preferable if the item selected was something that you have previously submitted in the context of your education or work via email to: DEHR@dep.uscourts.gov.

Applicants will receive confirmation of the receipt of application. The Probation Office will communicate with only those individuals who will be interviewed.

Selection Process:

Applicants will be screened for these qualifications and the best qualified applicants will be invited for a personal interview in Wilmington at their own expense. Applicants invited for a personal interview will be subject to a background check including credit and criminal record checks with law enforcement agencies.

The U.S. Probation and Pretrial Services office reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, which action may occur without prior written notice or other notice. Multiple positions may be filled from this posting. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

EQUAL OPPORTUNITY EMPLOYER