

# U.S. Probation Northern District of Florida

## Transfer Vacancy Announcement 25-02

### ***U.S. Probation Officer***



**Pensacola, Panama  
City, Tallahassee, or  
Gainesville, Florida**

[www.flnp.uscourts.gov](http://www.flnp.uscourts.gov)



#### **Position Details**

##### **Starting Salary Range\*\*:**

**\$50,927-\$81,480 (CL-25)**

**\$59,133-\$96,147 (CL-27)**

**\$70,894-\$115,213 (CL-28)**

*\*\*Starting classification level and salary are dependent upon education, experience, and qualifications. Promotion potential up to CL-28 without further competition.*

#### **Closing Date:**

**Open until Filled with first  
preference given to  
applications received by:  
July 11, 2025**

**1 or more positions may be  
filled with this vacancy  
announcement**

The United States Probation for the Northern District of Florida is accepting transfer applications for experienced United States Probation Officers. The Northern District of Florida is a combined probation and pretrial services district serving a largely rural 23 county area in the panhandle of Florida. Our headquarters is in Pensacola, with four division offices located in Pensacola, Panama City, Tallahassee, and Gainesville. We are an outcome-based organization working in professional, and organizational growth. We believe that leadership is a shared responsibility of all team members. We encourage creativity in problem solving and encourage all staff members to lead from where they stand.

#### **Position Overview:**

**Representative Supervision Duties** - Supervises individuals to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment as necessary. Develops and implements supervision plans. Contacts persons under supervision through office and community visits and by telephone. Investigates employment/sources of income, lifestyle and associates, which will help to assess risk and compliance factors. Responsible for detection of substance abuse and implementing the necessary treatment or violation proceedings when appropriate. Communicates with other organizations and persons concerning person's under supervision behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions; reports violations to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at revocation hearings.

**Representative Pretrial Duties** - Conducts pretrial investigations concerning persons charged with a federal criminal offense when they are arrested or summoned to the Court. Prepares pretrial reports for the court with recommendations regarding risk of flight or risk of danger to the community pending trial/court resolution of their impending offense. Gathers comprehensive information, which requires interviewing defendants and their families, as well as investigating prior record and financial status of the defendant through collateral sources (such as arresting authorities, U. S. Attorney's Office, family, and community members). Provides written and/or verbal assistance to the court regarding pretrial procedures in a clear, logical, and concise format. Supervises defendants while on bond to maximize adherence to imposed conditions of bond, reduce risk to the community, and to provide correctional treatment as necessary.

**Representative Investigation Duties** - Investigates, prepares reports, and makes recommendations for sentencing of individuals in the court, which requires interviewing defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission Guidelines and relevant case law. Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Analyzes any objections to the presentence report and determines appropriate course of action, including resolving disputed issues and/or presenting unresolved issues to the court for resolution.

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**Position Responsibilities:**

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Probation and pretrial services officers must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or persons under supervision. Officers may guide the work of probation/pretrial services officer assistants and other staff. Officers perform duties that involve general pretrial services or probation cases.

**Minimum Requirements:**

Applicants must possess a thorough knowledge of national and statutory policies, procedures, and administrative practices specific to the investigation and supervision of federal defendants and offenders.

**Preferred Skills & Experience:**

- Utilize evidence-based practice (EBP) principles in making decisions and leading others.
- Build and maintain effective working relationships.
- Communicate effectively and foster information sharing.
- Use creativity and innovation to support and improve the work process.
- Excellent written and oral communication, presentation, organizational and interpersonal skills.
- Excellent writing and verbal communication skills in English
- Excellent organizational skills
- Ability to deal with multiple demands in a fast-paced environment
- Experience with legal terminology and processes
- Ability to exercise mature judgment
- Demonstrated computer skills (Windows & Microsoft environment)

**Qualifications:**

The incumbent must be a **current** Federal Probation/Pretrial Services Officer in good standing. This includes consistent, high quality past job experience/performance. To qualify for a CL-27 position, the incumbent must have at least two years of specialized experience, including at least one-year equivalent to work at the CL-25 level. To qualify for a CL-28 position, the incumbent must have at least two years of specialized experience, including at least one-year equivalent to work at the CL-27 level. (Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation [adult supervision and court experience preferred], pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.) Experience as a police, custodial, or security officer, other than criminal investigative experience, is not creditable. Also, any volunteer or unpaid internship experience is not considered creditable.

**Desirable Personal Characteristics:**

The Northern District of Florida strives to maintain and grow a productive, progressive, and positive culture. We recruit and retain staff that promote, reflect, and thrive in that environment. A successful candidate will possess the following qualities: optimistic, honest, helpful, curious, adaptable, committed, and accountable. Successful candidates must be highly organized; must possess tact, good judgment, poise, and initiative; and always maintain a professional appearance and demeanor. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Must be flexible and conscientious. Must be able to balance the demands of varying workload responsibilities and deadlines.

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**Background Investigation, Drug Screening and Medical Standards:**

U.S. Probation officers transferring to another district are not required to undergo a medical examination, or drug testing. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his or her discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

**Benefits:**

Employees of the U.S. Probation Office are not classified under Civil Service but are entitled to many of the same benefits. These benefits include:

- 13 paid vacation days each year for the first three years of employment, thereafter, up to 26 days each year and paid sick leave.
- Participation in the Federal Employees Retirement System and/or Civil Service Retirement System, life insurance options, Thrift Savings Plan and Social Security
- Participation in the Federal Health Insurance Program
- 11 paid holidays each year
- Excellent opportunities for within grade salary increases and grade increases based upon performance

**Application Process:**

- **ALL** qualification requirements must be met when application is filed.
- Qualified applicants will be screened and selected based on experience, education, and training.
- You must submit all required documents to be considered for this opportunity; incomplete packets will not be considered.
- Applicants may be required to respond to written assignments during the selection process.
- Qualified applicants must submit **ALL** the following materials in a single (one) PDF document. (Please submit only requested documents):
  - A current detailed resume and letter of interest
  - Judicial Branch Federal Employment application (AO-78), which is available at: [Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](https://uscourts.gov/application-for-judicial-branch-federal-employment) (If you are reapplying, please ensure that you use the most current version of the application, revised 5/2024. Forms dated prior to 5/2024 will not be accepted.)

**Submit electronically via email (in a single (one) PDF document) to:**  
[timothy\\_anderson@flnp.uscourts.gov](mailto:timothy_anderson@flnp.uscourts.gov)

The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

As a condition of employment, the selected candidate must complete a background check investigation, including an FBI fingerprint check.

The U. S. Probation Office reserves the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.

**U. S. PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER**

All court employees, including U. S. Probation Officers, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Judiciary employees are "at will" employees. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 USC 3602(a).

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