



**UNITED STATES PROBATION &
PRETRIAL SERVICES OFFICE
SOUTHERN DISTRICT OF FLORIDA**

NOTICE OF VACANCY

Main: 400 North Miami Avenue, Miami, Florida 33128

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Important Dates

Opening: November 12, 2025

Closing: Open Until Filled

Position: U.S. Probation Officer – Court Services

Announcement No: 2026-PRB-00

Duty Station: Southern District of Florida

Salary: \$62,977–\$122,703*(CL 27-CL 28)

*Salary determined on experience, qualifications and funding availability. May be eligible for promotion to the next level without further advertising and funding availability.

**U.S. Probation & Pretrial
Services Office, Southern
District of Florida**

The U.S. Probation and Pretrial Services Office serves District and Magistrate Judges by providing investigative services, alternatives to detention and community supervision. We will protect the community by ensuring compliance with the conditions of release and provide rehabilitative services as needed.

There are 18 authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Office maintains its headquarters in downtown Miami and includes five divisional offices and two satellite offices.

Position Overview

Conducts investigations and prepares presentence reports and/or pretrial services reports for U.S. Magistrate Judges and U.S. District Court Judges. Probation Officers serve in a judiciary law enforcement capacity and assist in the fair administration of justice, provide community safety, conduct objective investigations, interact with outside agencies and community members and prepare reports and present recommendations to the court. The Court Services officer conducts investigations and prepares reports for the Court with recommendations concerning the release or sentencing of individuals who have been charged with or convicted of federal offenses. The pretrial report serves as a source of information about federally charged individuals, helping the Court make a release or detention decision. The presentence investigation report serves as a source of relevant information about convicted offenders, thus helping the Court determine appropriate sentences, aiding correctional personnel in classification and program activities, and assisting the parole authority in making its decisions. The preparation of these reports requires interviewing defendants and their families; investigating the offense, prior record and financial status of the defendant; and contacting law enforcement agencies, attorneys, victims of the crime, schools, churches, and civic organizations.

The incumbent writes all investigative reports in the required format using a grammatically correct, clear, and concise style. For presentence officers, an integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The incumbent

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testifies in court as to risk factors, conditions of release, guideline applications and serves as a resource to the Court to facilitate proper imposition of sentence.

Duties & Responsibilities

- Conducts investigations and prepare reports for the Court with recommendations for release/detention or sentencing of individuals charged or convicted of federal offenses.
- Performs thorough and independent investigations of the charges, offense conduct and victim impact and contacts law enforcement agencies and attorneys. Interviews defendants and their families; summarizes defendants' prior criminal records; investigates personal history, including education, physical and mental health conditions, alcohol and substance abuse history, employment, sources of income, lifestyle, and associates of defendants to assess and identify mitigating and aggravating sentencing factors, risk and likely future compliance under supervision and the need for correctional treatment, monitoring and counseling, and financial status.
- Interviews victim(s) and provides victim impact statements to the Court.
- Conducts home inspections and collects and verifies background data from various sources. The purpose of these activities is to gather the information needed to present factual reports to the Court for purposes of sentencing.
- Interprets and applies policies and procedures, statutes, Federal Rules of Criminal Procedure, U.S. Sentencing Guidelines, and relevant case law and demonstrate thorough knowledge of these sources through accurate calculations and correct selection of sentencing options in the presentence report.
- Analyzes and responds to any objections related to the presentence investigation. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution.
- Responds to judicial officers' requests for information and advice.
- Testifies in court as to the basis for factual findings and guideline applications.
- Serves as a resource to the Court and maintains detailed written records of case activity.
- Complies with the Code of Conduct for Judicial Employees and Court confidentiality requirements and consistently demonstrates sound ethics and judgment.
- Other duties, as directed.

Qualifications Requirements

- Bachelor's degree from an accredited college or university preferably in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business, or public administration, which provided evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.
- Two years of *specialized experience, including at least one-year equivalent to work at the CL-25; or Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

**Progressively responsible experience, gained after completion of a bachelor's in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.*

Court Preferred Qualifications

- Ability to communicate well orally and in writing.
- Proficiency working in automated environments with a significant knowledge of computer programs such as Adobe, Word, Microsoft Word, and Windows as well as other software programs is preferred.
- Fluency in Spanish highly desirable.

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- Knowledge of Evidence Based Practices, risk and needs principles, cognitive behavioral therapy programming preferred.
- A thorough knowledge of the philosophy, theories, and practices of the correctional field with a knowledge of law, psychology, sociology, and criminology as these disciplines are related to the duties and responsibilities of the correctional profession; a devotion to the principles of public welfare; a knowledge and understanding of both normal and abnormal behavior; unquestioned integrity; maturity of judgement and tact.
- Knowledge of the Federal Criminal Code and sentencing procedures; the ability to conduct thorough investigations and make sound evaluations and recommendations; a knowledge of all available community resources and the understanding and skill necessary to use them.
- The desire and ability to work harmoniously with others in a total quality team-based organization, and the desire/willingness to collaborate with defendants, community partners and others to reduce recidivism.

Background Investigation & The Fair Chance to Compete Act (FCA)

This is a High-Sensitive position within the Judiciary. This position is **not** covered under the FCA. Therefore, candidates **will** be asked to provide verbal or written statements about criminal history prior to receiving a conditional job offer. When applying for this position, completion of Questions 18, 19, and 20 on Form AO-78, "Application for Employment" is **mandatory**.

Prior to appointment, the incumbent must undergo an extensive medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the incumbent may then be provisionally appointed, pending a suitability determination by the Court. The incumbent will undergo an extensive Office of Personnel Management (OPM) background investigation. Continued employment will be contingent on successful completion of the OPM investigation. In addition, as condition of employment, the 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 and drug screening.

Medical Requirements

Probation/pretrial services officers must meet the medical requirements for law enforcement officer (LEO) positions. The essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov>.

Maximum Entry Age

Probation and pretrial services officers and assistants must not have reached their 37th birthday at a time of appointment. For an applicant with previous LEO experience under the CSRS or the FERS and either a subsequent break in service or intervening service in a non-LEO position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37.

Specialized Training

Newly appointed officers to the position of U.S. Probation Officer will be required to attend and successfully complete up to six (6) weeks of training at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

How to Apply

Send all attachments in one email message to the HR Mailbox. All attachments must be in Microsoft Word (.doc; .docx) or Adobe Acrobat (.pdf) format.

Email address:

flsd_hrmail@flsd.uscourts.gov

Subject Line:

Probation Officer 2026-PRB-00

Attachments:

- **AO 78 – Federal Judiciary Branch Application for Employment**
- **Hazardous Duty Supplement**
- **Detailed Resume**
- **Copy of your most recent performance evaluation**

The AO78 and Hazardous Duty Supplement is available on the Court's website under vacancies:

<http://www.flsd.uscourts.gov>

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After three years of service, officers will be required to complete the Southern District of Florida's Leadership Development Program. The program consists of three phases and will be completed within 12 months. Officers must also be willing to become facilitators of Moral Reconation Therapy sessions with persons under supervision.

Benefits

Employees of the United States District Court are Excepted Appointments and considered At-Will judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement.

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice.

The Federal Court practices zero tolerance for illegal drug use.

Those applicants selected for further consideration may be subject to testing.

Applicants must be a United States Citizen or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.
