



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

**NOTICE OF VACANCY**

Main: 400 North Miami Avenue, Miami, Florida 33128

Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Phone: (305) 523-5980 – Human Resources

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**Important Dates**

Opening: May 20, 2026

Closing: Open Until Filled

**Position:** U.S. Probation Officer – Supervision  
**Announcement No:** 2026-PRB-05  
**Duty Station:** Southern District of Florida  
**Salary:** \$63,615–\$123,961\*(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.

[U.S. Probation & Pretrial -  
Southern District of Florida](http://www.flsd.uscourts.gov)

**Position Overview**

Supervise defendants/persons under supervision to provide positive lifestyle changes and to maximize compliance to court-imposed conditions, reduce risk to the community, and provide correctional treatment. Assess risk, develop objectives and strategies for controlling risk, and address identified needs. Utilize evidence-based practices into daily activities and interactions involving defendants/persons under supervision. Maintain personal contact with defendants/persons under supervision by way of both office-based visits and home/community contacts which could take place in unsafe neighborhoods or environments where illegal activities and violence could occur. Investigates employment, sources of income, lifestyle and associates to assess risk, needs and compliance. Responsible for detection of substance abuse through assessment and implements the necessary treatment referrals and/or violation proceedings. Report violations of the conditions of supervision to the court and appropriate authorities. All officers should initiate contact and seek information from organizations or persons such as the U.S. Parole Commission, Bureau of Prisons, other probation officers and attorneys, concerning behavior and conditions of supervision. Detect and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare reports, which may include application of U.S. Sentencing Commission revocation guidelines and make recommendations for disposition. Testifies at court or parole hearings. Perform all other duties as assigned.

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## Duties & Responsibilities

- Monitor persons under supervision to maximize adherence to imposed conditions, reduce risks to the community, and provide correctional treatment.
- Maintain personal contact with persons under supervision through office, home and community contacts conducted in-person, by telephone or by virtual means if deemed appropriate.
- Conduct regular field activities to include non-traditional hours, and weekends or holidays and may be required to respond to situations outside of normal business hours.
- Make referrals to appropriate outside agencies such as mental health/drug treatment facilities and employment/training agencies.
- Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance.
- Address substance abuse, mental health, domestic violence, and similar issues and implement the necessary treatment through assessment, monitoring, and counseling.
- Assess risk levels of persons under supervision using assessment tools, and employ Evidence-Based Practices, monitoring, restrictions, and interventions to address risk.
- Conduct home inspections and collect and verify background information from various sources to gather the information needed to present factual reports to the Court for hearing purposes.
- Interprets and apply policies and procedures, statutes, Federal Rules of Criminal Procedure, U.S. Sentencing Guidelines, and relevant case law Court proceedings.
- Communicate and collaborate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment facilities, and attorneys) concerning persons under supervision behavior and the conditions of supervision.
- Identify and investigate violations and implement appropriate alternatives and sanctions.
- Maintain detailed records of all case activities.
- Report violations of the conditions of supervision to the appropriate authorities, prepare written reports and make recommendations for disposition.
- Testify in court as to the basis for factual findings and guideline applications.
- 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, public administration, human relations, social work, psychology, or mental health.. 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 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; 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 a condition of employment, the incumbent will be subject to ongoing random drug screenings, updated background investigations every five years and as deemed necessary by management for reasonable cause and may be subject to subsequent fitness-for-duty evaluations.

## Medical Requirements

Probation and 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 37<sup>th</sup> birthday at the 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 and Pretrial 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](mailto:flsd_hrmail@flsd.uscourts.gov)

Subject Line:  
**Probation Officer 2026-PRB-05**

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 Reconciliation 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 notice.

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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.**

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