



110 Michigan St NW  
101 Federal Building  
Grand Rapids, MI 49503  
[www.miwp.uscourts.gov](http://www.miwp.uscourts.gov)



#### MISSION:

OUR MISSION IS TO  
ASSIST THE COURT IN  
THE FAIR  
ADMINISTRATION OF  
JUSTICE BY PROMOTING  
COMMUNITY SAFETY,  
REDUCING RECIDIVISM,  
AND PROVIDING  
DEFENDANTS AND  
PERSONS UNDER  
SUPERVISION WITH A  
MEANINGFUL  
OPPORTUNITY FOR  
CHANGE.

#### VALUES:

- INTEGRITY
- MINDFULNESS
- PERSEVERANCE
- ACCOUNTABILITY
- COMMITMENT
- TEAMWORK

The U.S. Probation and  
Pretrial Services Office for  
the Western District of  
Michigan is an Equal  
Opportunity Employer.

# U.S. Probation and Pretrial Services Office Western District of Michigan

## VACANCY ANNOUNCEMENT #25-05 AMENDED\*

### U.S. Probation / Pretrial Services Officer

**Opening Date:** November 26, 2025

**Closing Date:** Open Until Filled.

**Location:** Grand Rapids, Lansing, Kalamazoo, or Marquette, MI

**Classification:** CL-25 / CL-27 / CL-28.

*Career ladder progression (without further competition) to CL 28 if appointed at a lower classification.*

**Salary Range:** CL-25: \$51,419- \$90,804

CL-27: \$59,732 - \$107,101

CL-28: \$71,583 - \$128,385

*Starting classification level and salary will be commensurate with education, qualifications, and experience.*

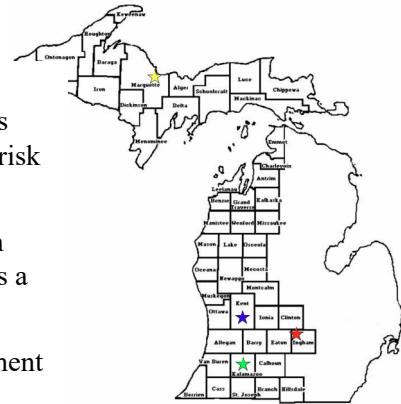
U.S. Probation / Pretrial Services Officers serve in a judiciary law enforcement capacity and assist in the fair administration of justice. Incumbents promote community safety, gather information, conduct investigations, interact with collateral agencies, prepare reports, present recommendations to the court, and supervise and monitor persons under federal supervision.

### Representative Duties

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing defendants/persons under supervision 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.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and persons under supervision, including community contact. 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.
- Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition.

## Representative Duties (continued)

- Review and resolve disputed issues involving defendants/persons under supervision and present unresolved issues to the court for resolution. Assess persons under supervision/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- 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.
- Communicate and consult with other organizations, including law enforcement agencies, attorneys, victims, Bureau of Prisons, treatment agencies and community resources.
- Regular use of information technology, automated equipment, electronic case management/filing systems, and systems available for conducting background checks, criminal histories, and other investigative databases.
- Responsible for enforcement of location monitoring conditions ordered by the court.
- May conduct surveillance and/or search and seizure at the direction of the court.
- Regular travel within the district and occasional travel outside the district for ongoing professional development and training.
- Evening and weekend work is required for supervision activities and/or mission critical tasks.
- Performs other duties as assigned.



*The Western  
District of  
Michigan is  
headquartered  
in Grand  
Rapids, MI,  
with branch  
offices in  
Kalamazoo,  
Lansing, and  
Marquette, MI.*

## Minimum Qualifications

### Education:

Completion of a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, **is required**.

### To Qualify for CL-25, the selected candidate must have:

One (1) year of specialized experience;

Or

Completion of the requirements for a bachelor's degree from an accredited college or university **and** an overall "B" grade point average equaling 2.90 or better of a possible 4.0.

### To Qualify for CL-27, the selected candidate must have:

Two (2) years of specialized experience;

Or

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

### Other Divisional Office Locations:

**Kalamazoo**  
410 W. Michigan Ave.  
B-10 Federal Building  
Kalamazoo, MI 49007

**Lansing**  
315 W. Allegan St.  
252 Federal Building  
Lansing, MI 48933

**Marquette**  
124 N. Third St.  
Marquette, MI 49855

# Benefits

- Voluntary participation in Federal Employees' Health, Dental, Vision, Life Insurance, and Flexible Spending Plans/Programs.
- Participation in the Federal Employees' Retirement System (FERS) Annuity (Pension) Plan
- Thrift Savings Plan (TSP), a 401(k) styled program with a government match of up to 5%
- Paid Federal Holidays
- Annual and Sick Leave Accrual
- Parking
- Employee Assistance Program & Work Life Services
- Public Service Loan Forgiveness (PSLF) Program (must meet qualifying student loan criteria.)

For more information about Federal Judiciary benefits, please visit:  
[www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

## Minimum Qualifications (continued)

### To Qualify for CL-28, the selected candidate must have:

Two (2) years of specialized experience;

#### Specialized Experience:

Progressively responsible experience, gained after completion of a bachelor's degree, 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.

## Preferred Qualifications

- Documented experience conducting presentence investigations and preparing presentence reports and/or maintaining a caseload, enforcing court ordered supervision conditions, and implementing supervision strategies.
- Experience with evidence based practices a plus.
- Excellent written and oral communication skills. Superior attention to detail.
- Ability to organize and prioritize work schedule, and work independently with minimal supervision. Ability to work under pressure of short deadlines while maintaining a positive and professional demeanor.
- Fluency in a foreign language a plus.
- Previous community corrections and/or social services experience is preferred for entry level (CL 25) consideration.

## Additional Conditions of Employment

- Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment
- Applicants must be a U.S. Citizen or eligible to work in the United States.
- The U.S. Probation Office is part of the Federal Judiciary. Judiciary employees serve under excepted appointments and are considered "at-will" employees.
- New officers will attend a six-week training academy at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina within the first year of employment.
- Applicants may be required to submit to job-related testing and/or writing assessments as part of the screening process.
- A valid driver's license is required.
- This position is subject to mandatory direct deposit for payment of net pay.

## Physical Requirements

The duties of probation and pretrial services officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. Candidates must be physically capable to perform these duties.

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## Maximum Entry Age

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous federal law enforcement officer experience under the Federal Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

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## Medical Examination, Drug Screening and Background Investigations

First time appointees to the position of U.S. Probation Officer must undergo an extensive federal background investigation. Further, prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion and clearance of the medical examination, drug screening, and a preliminary background check (which includes FBI fingerprinting, credit check, and a criminal history/driving record check), the selectee may be appointed provisionally.

In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigation every five years, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

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### U.S. Probation & Pretrial Services Employment Suitability Requirements

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## Application Information

- Incomplete applications will not be considered.
- All information provided by applicant is subject to verification. False statements or omissions of information on any application materials or inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- This office will contact references, including former employers, for top candidates. The Court reserves the right to contact additional references other than those provided by the applicant.
- Travel reimbursement in connection with the selection process and/or relocation is not authorized.
- More than one position may be filled from this announcement.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. If a subsequent vacancy becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool without further advertising.
- If you need assistance, please email our HR Department at [HR\\_Probation@miwp.uscourts.gov](mailto:HR_Probation@miwp.uscourts.gov).
- No emails or calls on the status of applications, please.

*For more information  
on U.S. Probation and  
Pretrial Services visit  
[www.uscourts.gov](http://www.uscourts.gov):*

- [Probation and  
Pretrial Services](#)
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Pretrial Services  
Careers](#)

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## Application Procedures

**Application Link: [USPO #25-05 Application](#)**

**Applicants must submit the following in PDF format:**

1. Resume
2. Letter of interest which clearly outlines your qualifications and experience as it relates to the position. (Please include your preferred duty station)
3. Completed [AO 78—Federal Judicial Branch Employment Application](#) (must also include responses to the Optional Background Information (Questions 19, 20, and 21) and Date of Birth)
4. Copies of two most recent performance evaluations. (If not available, please provide an explanation in the letter of interest)
5. College transcripts (Unofficial copies accepted at application. Official transcripts required prior to appointment)

**In addition, you will must complete:**

1. Reference Contact Information Form (please provide current contact information for three professional references)
2. Supplemental Application Questions
3. Aptitude Assessment (15 Minutes)
4. Personality Assessment (10 Minutes)