



# CAREER OPPORTUNITY

## UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

### Texas Northern

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| <b>POSITION TITLE:</b>      | <b>United States Probation Officer - Transfer<br/>CL 25, CL27, CL 28<br/>Target Grade: CL 28</b>  |
| <b>ANNOUNCEMENT NUMBER:</b> | <b>25-02</b>  |
| <b>LOCATION:</b>            | <b>Amarillo, Dallas, or Lubbock<sup>1</sup></b>   |
| <b>OPEN DATE:</b>           | <b>10/01/2024</b>   |
| <b>CLOSING DATE:</b>        | <b>09/30/2025</b>   |
| <b>STARTING SALARY:</b>     | <b>\$50,927 - \$125,252 (Tables <a href="#">DFW</a>, <a href="#">DFW LEO CL-21 through CL-26</a>, <a href="#">RUS</a>, and <a href="#">RUS LEO CL-21 through CL-26</a>)</b> |

*This posting is specifically for current U.S. Probation Officers in other districts who are interested in transferring to Texas Northern. Multiple positions may be filled from this announcement.*

*Promotional opportunity, based on performance, to target grade without further competition based on upon demonstrating the ability to carry out the duties of the role.*

### DISTRICT MISSION STATEMENT

We value each individual and their potential to change. As effective agents of that change, we provide excellent service to our clients and the courts, creating a safer community through the fair administration of justice. Our guiding principles are Dedication, Empowerment, Idealism, and Integrity.

### DISTRICT SUMMARY

The Northern District of Texas is a learning organization which encourages all staff to use their strengths to explore opportunities for meaningful personal, professional, and organizational growth. We expect and support team members to continue developing throughout their careers. We recognize that individuals have varying talents and passions, and we seek to match roles, responsibilities, and opportunities to individual strengths, while still meeting the mission of the organization. We believe that leadership is a shared responsibility of all team members, and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

This district is geographically one of the largest in the United States. We are a combined probation and pretrial services district, serving a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexico border. Our headquarters office is in Dallas in the Earle Cabell Federal Building. Texas is among the most tax-friendly states in the U.S. with residents enjoying no state income tax.

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<sup>1</sup> We also have offices in Abilene, Fort Worth, San Angelo, and Wichita Falls. If you are interested in applying for one of those locations, please contact our Human Resources Department for additional information.

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**POSITION OVERVIEW**

The United States Probation & Pretrial Services Office for the Northern District of Texas is soliciting for a Probation Officer. The successful applicant(s) should possess, or be capable of acquiring, through in-house training, the skills, talents, and knowledge to succeed in all three officer disciplines: Pretrial Services, Presentence Investigation and Report Writing, and Post-Conviction Supervision, and would be required to perform multi-discipline work (i.e., work in at least two of the three disciplines--post-conviction supervision, pretrial services, and presentence). Officers may be required to travel to other divisional offices and destinations for work related reasons. Officers must have the ability and availability to work during evening hours as needed. Officers must have access to a car for travel when a government car is not available and be legally authorized to drive. While Texas Northern has no proximity to work policy (i.e., a requirement to live within a certain number of miles of one's assigned duty station), there will be no special consideration given based on where you live in proximity to your duty station. This position will be in an office in the Northern District of Texas and will report to a Supervising U.S. Probation Officer.

**Job responsibilities include, but are not limited to:**

- Conducting investigations and preparing reports for the court, including pretrial and presentence investigation reports.
- Interpreting and applying policies and procedures, statutes, Federal Rules of Criminal Procedures, U.S. Sentencing Guidelines, Guides, and relevant case law.
- Enforcing court-ordered supervision components and implementing supervision strategies.
- Maintaining personal contact with defendants and persons under supervision. Investigating employment, sources of income, lifestyle, and associates to assess risk and compliance.
- Addressing substance abuse, mental health, domestic violence, and similar problems and implementing the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Responding to judicial officers' requests for information and advice.
- Testifying in court as to the basis for factual findings, policies and practices, and guideline applications.
- Applying evidence-based practices through authoring Presentence and Bail Reports and in the management of a supervision caseload, including risk assessment and application of manualized supervision techniques such as cognitive based treatment, motivational interviewing, and/or STARR.
- Documenting case activity in a thorough and professional manner.

**CLASSIFICATION REQUIREMENTS**

Professional line positions involve analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. They require the application of theoretical and practical knowledge in a professional field at a level that requires specific academic preparation as a minimum for performance in the field.

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.

In addition to meeting education requirements, applicants at each grade level must also have additional education or specialized experience as outlined below.

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**“Specialized Experience”** is defined as: Progressively responsible experience 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.

To qualify for a CL 25 probation officer position (\$50,927 - \$88,579), one year of specialized experience is required or, completion of a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

1. An overall "B" grade point average (GPA) equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. 3.5 GPA or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; or
4. Election to membership in one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
5. Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

To qualify for a CL 27 probation officer position (\$59,133 - \$104,525), two 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 is required. If the applicant qualifies for a CL 27 utilizing education as a substitute for experience, the incumbent will be ineligible to progress to the CL 28 level until two years of specialized experience has been achieved.

To qualify for a CL 28 probation officer position (\$70,894 - \$125,252), the incumbent must have two years of specialized experience, including at least one year equivalent to work at the CL 27 level.

## MINIMUM POSITION REQUIREMENTS

- Skill in conducting legal research related to complex and difficult legal issues.
- Skill in analyzing and summarizing legal concepts and issues.
- Skill in legal reasoning and critical thinking.
- Ability to follow safety procedures.
- Ability to compile and summarize information within established time frames.
- Ability to organize and prioritize work, work independently with little or no supervision, and exercise discretion.
- Knowledge of and ability to assess risks and needs and apply evidence-based practices to effectively supervise cases.
- Ability to work under pressure of short deadlines.
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds.
- Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software.
- Ability to be innovative and creative to contribute to a positive work environment.

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## COURT PREFERRED SKILLS

Preference will be given to applicants who can demonstrate the following: Two years specialized experience with an emphasis in field of case management related to probation, pretrial services and/or parole, or through work as a child protective services investigator, forensic accountant, computer forensics investigator, or any other career involving criminal investigation. This includes preparing presentence reports for the court and/or supervising defendants/persons under supervision. Supervision experience should include knowledge of evidence-based practices in community corrections, including, but not limited to, risk assessment, risk-based supervision, and cognitive behavioral treatment.

## HOW TO APPLY

Interested applicants should:

1. Submit a cover letter (three-page limit) discussing:
  - a. If you could change one thing about U.S. Probation and Pretrial Services, what would it be and why; and
  - b. What intrigues you the most about working in the Northern District of Texas, and why does this intrigue you?
2. Submit a resume (two-page limit) citing professional experience and educational background.
3. Submit your two most recent performance evaluations.
4. Submit a [current AO 78 application](#). Questions 19, 20, and 21 on the application must be answered. Please note the additional documents that may be required to complete the process (listed on page one of the application). If the AO 78 application is not current (5/24 revision), the application for this opportunity will be rejected.
5. Qualified applicants should upload their documents using our HR Employment Application System located at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=25-02>

*Note: This system will not let you continue without uploading all documents. If you fail to provide the required documents, your application package will be considered incomplete and may not be considered.*

Unofficial transcripts may be uploaded via the link above. However, if not already on file with TXN Probation & Pretrial Services, **official transcripts** must be submitted by:

- A link sent to [HR@txnp.uscourts.gov](mailto:HR@txnp.uscourts.gov) from your university or college, or
- Regular mail or overnight courier to:

**U.S. Probation - HR Department  
1100 Commerce Street, Room 1329  
Dallas, TX 75242**

Candidates selected for interview may be interviewed via video and may be required to make a presentation and answer questions provided prior to the interview date.

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**DISCLOSURES**

- U.S. Probation reserves the right:
  - To modify the conditions of this job announcement.
  - To withdraw or re-advertise the announcement.
  - To fill multiple positions from this announcement.
  - To fill the position sooner than the closing date without prior notice.
  - Not to fill the position listed in this announcement.
- Applications will be accepted from U.S. Citizens and non-Citizens as allowed by appropriations and statute.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.
- The final candidate(s) will be subject to a record check with law enforcement agencies, credit bureaus, drug test, and medical examination.
- As a condition of employment, the incumbent will be subject to 10-year scope background investigation every five years.

Questions regarding this announcement may be directed to [hr@txnp.uscourts.gov](mailto:hr@txnp.uscourts.gov). Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms may be found here:



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