

**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF PENNSYLVANIA
VACANCY ANNOUNCEMENT/POSITION OVERVIEW
(TRANSFER OPPORTUNITY)**

POSITION: UNITED STATES PROBATION OFFICER

LOCATION: Harrisburg, PA

STATUS: Full-time/Provisional to Permanent, pending a favorable suitability determined by the Court.

STARTING SALARY*: Classification Level (CL) 27/1 – 28/61 (\$60,942 - \$118,750)
*Starting salary depends on education and experience.

CLOSING DATE: Applicant packages must be received by email (singular PDF document), mail, or hand delivered to our Scranton, PA office by 5:00 p.m. on Friday March 27, 2026, to be considered.

ANNOUNCEMENT NO: 2026 - 01

IMPORTANT NOTE:

The initial application period will be open only to existing U.S. Probation or Pretrial Services Officers or Probation Officer Assistants seeking a transfer to the Middle District of Pennsylvania.

The position, at this current time, will involve an assignment in the Harrisburg PA office. The specific duties assigned may change based upon the needs of the office.

The starting salary is dependent on qualifications and experience. The U.S. Probation Office also reserves the right to require the position to be relocated due to staffing, workload, or budgetary constraints. The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.

JOB SUMMARY:

This position is in the Harrisburg Probation Office of the U.S. District Court MD-PA. 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. Officers perform duties that involve general pretrial services or probation cases. The incumbent is subject to general supervision from a supervisory probation officer and an assistant deputy chief probation officer.

REPRESENTATIVE DUTIES:

- Conducts presentence investigations and prepares presentence investigation reports for the Court. Interviews defendants, family members, case agents, and victims. Research prior criminal records and calculates the federal sentencing guidelines. Answers objections to the presentence report when necessary. Makes well-reasoned sentencing recommendations to the Court.
- Notifies the court and the U.S. Attorney's office of any violations.
- Develops a supervision plan and maintains a detailed record of case activity.
- Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Develops and implements supervision plans.
- Maintains personal contact with offenders. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Through assessment and counseling, responsible for detection of substance abuse problems and implements the necessary treatment or violation proceedings of offenders. Refers offenders to appropriate outside agencies, such as medical and drug treatment facilities, and employment and training sources.
- Initiates contacts with, replies to, and seeks information from organizations and persons (i.e., U.S. Parole Commission, Bureau of Prisons, and attorneys) concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities; prepares written reports on these violation matters and makes recommendations for disposition. Testifies at court or parole hearings.
- Conducts preliminary interviews and other investigations, as required.
- Mandatory evenings and weekend work may be required for mission critical tasks. Some training and travel, including overnight stays is required.
- May be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.
- Performs related duties and all other duties as assigned.

QUALIFICATIONS:

Required Education

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is required for all probation or pretrial services officer positions.

Preferred Skills and Qualifications:

- Completion of an advanced degree from an accredited university is preferred.
- Possess good writing and oral communication skills and the ability to work independently and professionally.
- Possess the ability and desire to work effectively with offenders.

Required Experience:

- CL-27 Two years of specialized experience, including at least one-year equivalent to work at the CL-26 level or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.
- CL-28 Two years of specialized experience, including at least one-year equivalent to work at the CL-27.

Other Conditions of Employment

- » Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.
- » 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 provided to each employee. Fully appointed U.S. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C. § 3602(a).
- » Applicants must be citizens of the United States or be eligible to work in the United States.
- » This position is subject to mandatory electronic direct deposit of net salary payment.
- » The Probation Office provides reasonable accommodations to applicants with disabilities.

Benefits

Employees of the United States Probation and Pretrial Services Office are Excepted Appointments and are not included in the government's competitive service classification system. Positions are covered by the Court Personnel System. A generous benefits package is available to full-time employees which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits

- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits (FERS)
- Thrift Savings Plan
- Eligibility for private long-term disability plan options
- Credit for prior government service

Reasonable Accommodation

If an applicant requires a reasonable accommodation for any part of the application process, please notify the Human Resources Specialist at (570) 207-5844.

How To Apply

Application packages must be received by email (singular PDF document), mail, or hand delivered to our Scranton Office by 5:00 pm on Friday March 27, 2026.

United States Probation Office
Attention: Human Resources (Job Announcement 2026 - 01)
235 North Washington Avenue - Room 107
PO Box 191
Scranton, PA 18503

Email: pampml_hr@pamp.uscourts.gov

To be assured consideration for this position, all required documents listed below must be included in your application package. You must reference the vacancy announcement number in your letter of application.

1. Letter of application that describes your interest in pursuing this position;
2. Completion of the form AO-78-Federal Judicial Branch Application of Employment; the application can be accessed at:

https://www.pamp.uscourts.gov/sites/pamp/files/AO_078.pdf

3. Résumé with three references;
4. Copies of college transcript(s). Transcripts must include grade point average.
5. Copies of two most recent performance-based evaluations.

Please note the following information:

- » The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.
- » Candidates progressing beyond the initial interview phase may be tested for eligibility.

- » Only applicants who are interviewed in person will receive a written response regarding their application.
- » The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to the applicants.

Posting may be viewed at:
<http://www.pamp.uscourts.gov/career-opportunities>

The United States Probation Office is an Equal Opportunity Employer