

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK
PROBATION AND PRETRIAL SERVICES**

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Vacancy Announcement #25-PO-08

Position: U.S. Probation Officer Assistant (POA)
Location: Syracuse, New York
Opening Date: August 6, 2025
Closing Date: August 14, 2025
Salary Range: CL 23 – CL 25 (\$46,621 - \$81,480) LOA Table
Target Start Date: September/October

OVERVIEW: The United States Probation Office for the Northern District of New York is seeking to fill the position of Probation Officer Assistant to provide technical support and services to probation officers in a wide range of areas, including supervision of persons on probation and parole, preparation of presentence and other investigations, and pretrial services. By statute, Probation Officer Assistants serve as law enforcement officers in the judiciary. Probation Officer Assistants are considered hazardous duty, which may require irregular work hours, to include nights, weekends, and holidays. The incumbent may be expected to frequently travel to divisional offices.

The Northern District of New York encompasses 32 counties. There are five district court judges, five senior judges, five full-time magistrate judges, and one part-time magistrate judge. The probation office is headquartered in Syracuse and has divisional offices in Albany, Binghamton, Plattsburgh, and Utica.

REPRESENTATIVE DUTIES: The successful candidate will train and work under the guidance and direction of a Supervisory Probation Officer. The successful candidate will be assigned to the **Investigations Unit**. Duties include, but not limited to:

1. Under the guidance of a probation officer, supervise a caseload of low-risk offenders requiring contact by telephone, in the office, and in the field. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
2. Assist probation officers with less complex presentence investigations to include compiling criminal histories, and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and performing other

similar activities. Provide officers with accurate and factual information to assist in their completion of probation reports.

3. Assist probation officers in maintaining the district's location monitoring program and support functions.
4. Under guidance from a probation officer, draft and submit selected reports. Observe, and apprise the supervisor of the lifestyle, personal problems, and needs of offenders. Assist in the development of community resources to meet those needs.
5. Under the guidance of a probation officer, respond to judicial officers' requests for information and occasionally testify in court, accompanied by a probation officer, regarding the basis for factual findings and, if applicable, guideline applications.
6. Conduct collateral investigations and draft and submit collateral reports, which may entail making telephone, office, and/or field contacts. Perform record keeping.
7. Collect and conduct urine tests on offenders of the same gender and maintain appropriate records.
8. Operate various criminal justice, law enforcement, and probation automated systems.
9. Participate in ongoing training and development programs.
10. Perform other appropriate duties as assigned.

MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE: To qualify, an applicant must be a high school graduate or equivalent and two years of general experience.

PREFERRED QUALIFICATIONS: At least one year of specialized experience and/or a bachelor's degree in a related field. Excellent computer knowledge, with experience in the Windows operating environment and Word preferred, and the ability to type a high volume of material accurately. Ability to communicate orally and in writing with a diverse range of individuals. Ability to organize, oversee, and complete multiple projects simultaneously, and with limited supervision. Detail oriented with strong organizational skills. Dependable, with a commitment to regular attendance and the ability to work beyond traditional office hours. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the office's vision, mission.

Specialized experience includes progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

PHYSICAL REQUIREMENTS: The duties of probation officer assistants require the investigation and management of alleged criminal defendants and convicted offenders who may present

physical danger to officers and to the public. The supervision, treatment, investigation, and control of these offenders requires 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. In the routine performance of their duties, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officers must effectively deal with the threat of potential physical attacks and are subject to moderate to arduous physical exertion, they must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required.

MAXIMUM ENTRY AGE: U.S. Probation Officers are covered under the federal law enforcement retirement provisions that requires mandatory separation at age 57 with at least 20 years of service. Therefore, first-time U.S. Probation Officer appointees must not have reached their **37th** birthday at the time of appointment.

BACKGROUND INVESTIGATION, DRUG SCREENING & MEDICAL STANDARDS: As part of the interview process and due to the sensitivity level of this position, candidates will be asked about their background including criminal history and illegal drug use. In addition, candidates must complete the AO-78, questions 18-20 regarding criminal history. Providing false and/or misleading information may be grounds for removal from the application and selection process.

Prior to appointment, the final candidate considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the candidate may then be appointed provisionally, pending a favorable suitability determination by the Court. The final candidate must also successfully complete a ten-year background investigation conducted by the Office of Personnel Management. In addition, as conditions 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. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial service officers and officer assistants are available for public review at <https://www.uscourts.gov/careers/who-works-judiciary/us-probation-pretrial-services-careers/us-probation-pretrial-services-employment-suitability-requirements>.

COMPENSATION:

U.S. Probation Officer Assistants fall under the Court Personnel System (CPS). CPS allows for default and discretionary within grade increases and grade promotions up to a position's target grade as well as a variety of employee recognition incentives.

BENEFITS/INCENTIVES:

- Health, dental, vision, life, and long-term care insurance
- Health and dependent reimbursement accounts
- Student loan forgiveness
- Federal Employee Retirement System
- Thrift Savings Plan with a government match on up to 5% of compensation
- Flexible work schedule
- Telework when authorized
- 13 days paid annual for each of the first three years
- 20 days paid annual leave after three years
- 26 days paid annual leave after 15 years
- 13 paid sick days annually
- 11 paid federal holidays
- Paid parental leave
- Free parking
- Free on-site fitness facility

Additional details regarding benefits available as a federal employee can be found at:

<https://www.uscourts.gov/careers/benefits>

ADDITIONAL INFORMATION: Applicants must be United States citizens or eligible to work in the United States. This position is subject to mandatory Electronic Funds Transfer participation for payroll deposit.

All court employees, including U.S. Probation and Pretrial Services Officer Assistants, are excepted service appointments and are required to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

Commencing on the date of entry on duty, the selectee is considered provisional. The provisional hire status period provides time for the employee to become acquainted with the functions of the assigned position. It also affords the Officer Assistant's supervisor time to evaluate the employee's work performance, attendance, attitude, and compliance with office policies. Provisional hire status will change to an excepted appointment, pending a favorable suitability determination by the Court.

APPLICATION PROCESS: Consideration will only be given to those that apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.nynd.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A letter of interest.
2. A current resume.

3. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

*If you fail to provide the required documents, your application package may be considered incomplete and may not be considered. Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. **Only those applicants selected for an interview will be contacted.** The United States Probation Office, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement, to fill the position earlier than the closing date or to fill more than one position. Any of which may occur without prior written notice. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. EOE*