



U. S. Probation & Pretrial Services
District of North Dakota
655 1st Ave N
Fargo, ND 58102

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Defined contribution retirement benefits (FERS annuity)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match



The U. S. Probation & Pretrial Services
in the District of North Dakota is an
Equal Opportunity Employer.

United States Probation & Pretrial Services

District of North Dakota

United States Probation Officer

LOCATION: Bismarck, ND (other duty locations may also be considered)

REPORTS TO: Supervisory
United States Probation Officer

STATUS: Full-time permanent

CLASSIFICATION: CL25-CL28

POSTED: March 5, 2025

SALARY RANGE: \$50,927 - \$88,621

CLOSING DATE: Open Until Filled. *First consideration will be given to applications received by close of business on April 15, 2025.*

POSITION DESCRIPTION

The United States Probation and Pretrial Services Office for the District of North Dakota is seeking qualified applicants for the position of U.S. Probation/Pretrial Services Officer. The incumbent serves in a judiciary law enforcement position and assists in the administration of justice and promotion of community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. Officers may guide the work of probation officer assistants, technicians, and other staff.

POSITION DUTIES AND RESPONSIBILITIES

- Conduct investigations and prepare reports for the court with recommendations concerning the release or sentencing of individuals charged/convicted of federal offenses. The preparation of these reports may require interviewing defendants and their families, investigating the offense, examining the financial status and prior record of the defendant, and contacting law enforcement agencies, attorneys, victims, and others. The purpose of these activities is to obtain information about the defendant's background, including an assessment of the probability of future criminal behavior, appropriateness of pretrial detention or release, and a determination of the defendant's profit from the offense and their ability to pay fines, restitution, and the costs of persecution. An integral part of the sentencing process is the interpretation and application of U.S. Sentencing Commission guidelines and relevant case law.

**U.S. Probation Officer
District of North Dakota**

How to Apply: Applicants must submit **ONE PDF** document containing the following to **Mark Osman, Director of Administrative Services**, at: **mark_osman@ndp.uscourts.gov**

- Application letter addressing knowledge, skills, and experience.
- Resume
- Application for Federal Judicial Employment (form AO78) found at: www.ndp.uscourts.gov/human-resources

POSITION DUTIES AND RESPONSIBILITIES (continued)

- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, source 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.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain records of test results and chain of custody materials. Respond to judicial officer requests for information and advice. Testify in court as to the basis for factual findings and, if warranted, guideline applications. Serve as a resource to the court. Maintain detailed records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victims and provide victim impact statements to the court. Ensure compliance with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court and may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offender/defendant level of risk and develop a blend of strategies for controlling and correcting risk management.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offender/defendant behavior and conditions of supervision. 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. Testify at court or parole hearings. Guide the work of staff providing administrative and technical assistance to probation officers.

QUALIFICATIONS

- Qualified applicants must have 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, law, or business/public administration. A master's degree related to one of the listed fields of study is preferred.
- A minimum of three years of specialized experience gained in such fields as probation, pretrial services, parole, corrections, criminal investigation, or substance abuse/addiction treatment is preferred.
- Ability to communicate effectively both verbally and in writing in a clear, concise, and factual manner.
- Ability to maintain a varied and time-sensitive workload while exhibiting exceptional organizational and analytical skills, sound judgement, and high ethical standards.

**U.S. Probation Officer
District of North Dakota**

Other Information:

The U.S. Probation and Pretrial Services Office reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Starting salary to be commensurate with work experience, education, prior/present day pay history and previous Federal Court experience. Future promotional potential is possible within this salary range without further recruitment.

Employees of the federal judiciary are considered "at-will" employees, must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or be eligible to work in the United States.
- Because probation officers must effectively deal with potential physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. First-time appointees must not have reached their 37th birthday at the time of appointment.
- Newly appointed probation officers are required to attend a physically and mentally demanding training program at the Federal Law Enforcement Center in Charleston, SC.
- Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as a condition of employment, incumbent will be subject to ongoing random drug testing, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to fitness-for-duty evaluations.
- The selected candidate will be subject to a full background investigation as a condition of employment. Employment will be considered provisional until the background investigation is completed, and a favorable employment suitability is determined.

