Leon A. Epps, Jr.
Chief U.S. Probation Officer

U.S. PROBATION & PRETRIAL SERVICES OFFICE
DISTRICT OF MARYLAND

VACANCY ANNOUNCEMENT 4/2026
UNITED STATES PROBATION OFFICER

Position: U.S. Probation Officer

Position Location: Baltimore or Greenbelt, MD

Salary Range: CL 25 to CL 28 ($58,833 to $133,178)
**Starting classification level and salary are dependent upon education, experience, and qualifications. Promotion potential up to CL 28 without further competition.

Closing Date: Open Until Filled. Multiple positions may be filled from this vacancy announcement.

By statute, probation officers serve in a judiciary law enforcement position and assist in the administration of justice. They promote community safety, gather information, supervise defendants/persons under supervision during traditional and non-traditional hours, interact with other agencies, conduct investigations, prepare reports, and present recommendations to the court.

Major Duties/Responsibilities

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 policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the court.

Enforce court-ordered supervision conditions and implement supervision strategies. Maintain personal contact with defendants and persons under supervision. 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 through assessment, monitoring, and counseling or initiate violation proceedings.

Schedule and conduct drug use detection tests and DNA collection of defendants or persons under supervision, following established procedures and protocols. Maintain test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and guideline applications (if warranted). Serve as a resource to the court. Maintain detailed written records of case activity.

Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) 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 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 the level of risk for defendants or persons under supervision 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 the behavior and conditions of supervision for defendants and persons under 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. Conduct Parole Commission preliminary interviews. Knowledge of, and compliance with court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Other duties as assigned.

Qualifications Required

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.

Applicants must have at least 1-year progressively responsible experience gained after the completion of a bachelor's degree, in community corrections, criminal or financial investigations, report writing, probation pretrial, human services, counseling, or work in a related field is required. Experience as a police, custodial, or security officer, other than any criminal investigative experience, does not qualify as specialized experience.

Ability to exercise initiative in handling assignments; to perform thorough investigations; to analyze and evaluate varied information from multiple sources and form conclusions; and, to write clear, concise, grammatically correct reports while meeting strict deadlines.

Must possess integrity, tact, maturity of judgment, and trust.

Must have excellent written and oral communication skills, as well as problem solving skills.

Must have effective interpersonal skills and the ability to work in a team environment, as well as the ability to meet the public and work harmoniously with others.

Must be computer literate.

Must always maintain a professional appearance and demeanor.

Conditions of Employment/Requirements

Applicants must be United States Citizens or eligible to work in the United States and have a valid driver's license. Applicants must not have reached their 37th birthday at the time of appointment, must undergo a criminal background check, a medical examination and drug screening. The selectee may then be appointed provisionally, pending an extensive government background investigation. Probation officers are subject to ongoing random drug screening as well as updated background investigations every 5 years.

Probation officers must successfully complete a 6-week national training program at the United States Courts National Training Academy at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

All employees are required to adhere to the Code of Conduct for Judicial Employees.

All information provided by applicants is subject to verification. Applicants are advised that false answers or omissions of information on application materials or inability to meet the conditions/requirements may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Employee Benefits

Benefits | United States Courts (uscourts.gov)

Earn 104 hours paid vacation for the first 3 years; 160 hours after 3 years; and 208 hours after 15 years.
Earn 13 days of paid sick leave per year.
11 paid holidays per year.

Application Instructions

All applications will be reviewed and only the most qualified applicants will be invited for an interview. Applicants who fail to submit the required information or do not meet the specified qualifications will not be considered. Applicants selected for an interview will be required to participate in job-related testing as part of the screening process.

The agency does not reimburse travel expenses related to an interview or pay relocation expenses.

Qualified applicants must email a cover letter and resume to applications@mdp.uscourts.gov.

Additional Information

The U.S. Probation & Pretrial Services Office reserves the right to amend or withdraw this announcement, fill the position at any time, or hire more than one applicant from this announcement, all with or without written notice to applicants or further advertising. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

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