



UNITED STATES PROBATION OFFICE
DISTRICT OF WYOMING

Notice of Vacancy

Position Title:	United States Probation Officer Full-time/Regular, Permanent
Announcement No.:	2025-01
Location:	Cheyenne, Casper, and/or Lander, Wyoming
Opening Date:	March 28, 2025
Closing Date:	April 30, 2025
Salary Range:	\$59,133 to \$115,213 (CL 27-28)* See compensation section for more information about pay progression. Starting salary is commensurate with qualifications and based upon Court Personnel System (CPS) guidelines. Previous federal government service or professional background providing extensive specialized experience may qualify an applicant for a starting salary higher than the bottom of the range. Promotion potential to CL 28 without further competition.

Introduction

The U.S. Probation Office for the District of Wyoming, a combined district for probation and pretrial services, is currently accepting applications for the position of U.S. Probation Officer. U.S. Probation Officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise persons under supervision, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court.

Representative Duties

- Conduct investigations, prepare reports, and make recommendations to the court. Interview offenders/defendants and their families and collect background data from various sources. Interpret and apply policies, procedures, and statutes, Federal Rules of Criminal Procedures, and U.S. Sentencing Guidelines, Monographs, and relevant case law, as applicable.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. 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 or violation proceedings through assessment, monitoring, and counseling. Refer defendants/offenders to appropriate outside agencies such as medical and drug treatment facilities, employment, and training.
- Respond to judicial officer's request 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 written records of case activity.

Required Experience and Qualifications

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 work of the position, is required for all probation officer positions.

In addition to the minimum education requirements, 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 degree.

***Compensation**

The Court Personnel System 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. Additionally, federal employees may receive an annual cost of living increase, which increases the dollar figures within each pay grade. Employees typically receive at least two pay increases per year. The District of Wyoming is firmly committed to the development and advancement of its officers. Typical pay progression, with acceptable performance and budget permitting, is that line officers are at target grade and starting the full performance range after approximately three years as a USPO. This time period may be less than three years for employees with relevant experience. That 2025 dollar figure is currently \$88,621 in this position's locality. Additionally, officers may compete for senior, supervisory, and executive positions, which are currently compensated as follows:

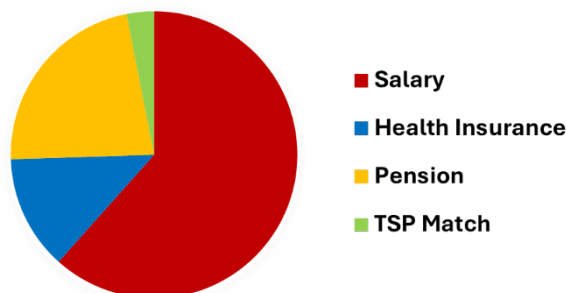
- Senior U.S. Probation Officer, CL 29, currently \$84,284 to \$137,032
- Supervising U.S. Probation Officer, CL 30, currently \$99,611 to \$161,910
- Deputy Chief U.S. Probation Officer, JSP 15, currently \$146,481 to \$190,424
- Chief U.S. Probation Officer, JSP 16, currently \$171,795 to \$223,334

Benefits

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation annually after three years
3. 26 days paid vacation annually after 15 years
4. 13 days paid sick leave annually
5. 11 paid federal holidays
6. Participation in the Federal Employees Retirement System, which is a lifetime pension payable after as few as 20 years' service as a federal law enforcement officer
7. Participation in the Thrift Savings Plan (TSP) with 100% government match on up to 5% of compensation
8. Health, Dental, Vision, and Group Life Plans
9. Participation in the Flexible Benefits Program for Health and Dependent Care
10. Up to 12 weeks of Paid Parental Leave per year for eligible employees with qualifying event
11. Employee Recognition Program
12. Access to National Judiciary Training programs
13. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
14. Student loan forgiveness for qualified individuals, pursuant to the terms of the PSLF program

Illustration of a total compensation package of this position at target grade and starting full performance range with family health coverage through BCBS and contributing 5% to TSP.

Salary	\$88,621
Health Insurance	\$18,569
Pension	\$32,258
TSP Match	\$4,431
Total Value:	\$143,879



Application Procedure

To apply for this position, applicants must submit the following application materials in a single Adobe PDF document via email to hr@wyp.uscourts.gov.

1. Cover letter summarizing your educational and professional experience relevant to this position, and specifying preferred duty station(s),
2. Current resume,
3. [Application for Judicial Branch Employment - Form AO-78](#)
(This position is exempt from the Fair Chance to Compete for Jobs Act. You **SHOULD** respond to questions 18, 19, and 20 of the AO78 application form),
4. College transcript(s) (an unofficial copy is acceptable),
5. Your two most recent performance evaluations (if not applicable, include an explanation in your letter of interest), and
6. If you have military experience, a copy of your DD214 military discharge including the type and date of discharge.

Evaluation Process

Applicants will be evaluated initially against their experience and educational background to determine if they meet minimum qualifications. Eligible applicants will be screened and rated as to experience, education, and training. Applicants may be required to respond to written assignments and undergo testing during the selection process. One to two interviews may be conducted during the selection process either virtually or in person, or a combination of both.

Medical Requirements

The duties of probation officers require the investigation and management of alleged criminal defendants or convicted persons who present physical danger to officers and to the public. In the supervision, treatment, and control of these persons, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, 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. The medical requirements for law enforcement officer and officer assistant positions are available for public review on the USCourts.gov website under [Officer and Officer Assistant Medical Requirements](#).

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 conditions of employment, the incumbent will be subject to ongoing random drug screenings,

updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Maximum Entry Age

U. S. Probation/Pretrial Services Officers are covered under the law enforcement retirement provision that requires mandatory separation at age 57 with at least 20 years of service due to the physical requirements of the position. Therefore, first-time appointees must have not reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

Background Investigation

A high-sensitive background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation, drug screen, and medical examination. Unsatisfactory results may result in termination of employment. Judicial employees are required to adhere to the court's Code of Conduct, available for public review on the [USCourts.gov](https://uscourts.gov) website.

Training

Probation officers receive extensive local training and are also required to successfully complete a six-week national training program at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

Additional Information

The U.S. Probation Office reserves the right to modify or withdraw this job announcement without prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. Probation Office requires employees to adhere to a Code of Ethics and Conduct. Due to the volume of applications received, the court may only communicate to those individuals selected for an interview. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

The Federal Judiciary is an Equal Opportunity Employer