



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WASHINGTON  
U.S. PROBATION/PRETRIAL SERVICES OFFICE**

**VACANCY ANNOUNCEMENT**

**WAEP 2026-16**

**UNITED STATES PROBATION/PRETRIAL SERVICES  
OFFICER**

**POSITION TYPE:** Full-time, permanent

**SALARY RANGE:** CL 25 (\$51,687 - \$82,751) SN Pay Table (LEO)\*

CL 27 (\$60,043 - \$97,604) SN Pay Table\*

CL 28 (\$71,956-117,000) SN Pay Table \*\*

*\*Starting salary dependent on qualifications.*

*\*Lateral transfer will be considered for current USPOs at CL 25-28*

*\*\*Position has promotable potential up to a CL28 without further competition.*

**OPEN DATE:** September 29, 2026

**CLOSING DATE:** Open until filled. *Applications will be reviewed on a rolling basis, and interested candidates wishing to be considered in first round of interviews are encouraged to apply by Friday, October 16, 2026.*

**DUTY STATION:** Spokane, Washington

*More than one position may be filled from this vacancy dependent upon staffing needs and budget funding.*

Are you passionate about making a difference in other people's lives, contributing to safer communities, and helping others make positive changes? Join a close-knit team of committed professionals to serve the diverse population of the Eastern District of Washington in fulfilling the mission of the Federal Judiciary!

The U.S. Probation/Pretrial Services Office is seeking to fill three United States Probation/Pretrial Services Officer positions in Spokane, Washington. This position offers the opportunity to exercise sound judgment, collaborate with the Court and justice-system partners, and develop professionally while helping the District carry out its critical public-safety mission.

Learn more about the U.S. Probation/Pretrial Services Officer career here: [U.S. Probation & Pretrial Services Careers](#)

**VISION:** Protection and improvement to the community through the fair administration of justice.

**CORE VALUES:** Professional competence/excellence, financial stewardship, impartiality and fairness, integrity and ethical conduct, consistency and accountability, commitment, and teamwork.

## **POSITION OVERVIEW**

United States Probation/Pretrial Services Officers are judiciary law enforcement professionals who assist the Court in the administration of justice. Working as part of a team, officers investigate cases, prepare reports and recommendations, supervise defendants and offenders, and promote community safety.

The position requires independent judgment and the application of professional standards, policies, and statutory requirements. Officers work closely with judicial officers, court staff, attorneys, law enforcement agencies, treatment providers, victims, defendants and their families, and community partners.

Work occurs in the office and the community and may require variable hours, including nights and weekends. Officers may conduct fieldwork in uncontrolled or potentially unsafe settings and regularly work with individuals who may have violent backgrounds. Travel within the district is required.

## **REPRESENTATIVE DUTIES**

These representative duties provide generalized examples of work that may be performed in the position and are not intended to reflect every duty or responsibility.

- Conduct presentence, pretrial, and other investigations; interview defendants, offenders, family members, victims, and collateral contacts; gather and analyze relevant information; and prepare reports and recommendations for the Court, including bail reports, presentence reports, and sentencing recommendations.
- Interpret and apply applicable statutes, policies, Federal Rules of Criminal Procedure, U.S. Sentencing Guidelines, Guide to Judiciary Policy, and relevant case law. Monitor legal developments and provide updates to staff and the Court as appropriate.
- Supervise defendants and offenders in accordance with court-ordered conditions and evidence-based supervision practices. Maintain office and community contact; assess risk, compliance, employment, finances, lifestyle, and associates; and implement strategies to reduce risk and support compliance.
- Assess and respond to substance use, mental health, domestic violence, and related concerns through referrals, treatment, monitoring, counseling, recommended conditions, and violation proceedings when necessary.
- Conduct drug testing and DNA collection in accordance with established procedures. Maintain test-result records and chain of custody; document case activity; and conduct surveillance, searches, or seizures at the direction of the Court.
- Review financial records and activities; interview victims; provide victim impact information to the Court; and support compliance with the Mandatory Victims Restitution Act.
- Monitor home confinement and perform home-confinement reintegration for the Bureau of Prisons, as assigned.
- Analyze objections and disputed issues; resolve matters when possible; and present unresolved issues to the Court for determination.
- Identify, investigate, and report violations of supervision; apply appropriate alternatives and sanctions; prepare violation reports and recommendations; and testify in court or parole hearings as required.

- Coordinate with the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment providers, attorneys, and other stakeholders regarding conduct and conditions of supervision.
- Respond to judicial officers' requests for information and advice, testify regarding factual findings and guideline applications when applicable, and serve as a resource to the Court.
- Assess defendants' and offenders' risk levels and develop strategies to manage and reduce risk.
- Maintain accurate and timely case records; exercise sound ethics and judgment; and comply with the Code of Conduct for Judicial Employees and all Court confidentiality requirements.
- Consistently demonstrate sound ethics and judgment.
- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS/EXPERIENCE**

All Probation/Pretrial Services Officer positions require a bachelor's degree from an accredited institution in a field of study that demonstrates the ability to understand and apply the legal requirements and human-relations skills of the position.

In addition to the bachelor's degree requirement, applicants at each grade level must meet the following education and/or specialized-experience requirements:

**For CL 25:** Applicants must possess one year of specialized experience **or** completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- GPA of 3.5 average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; or
- Election to membership in one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; **or**
- Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

**For CL 27:** Applicants must possess 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 (JD) degree.

**For CL 28:** Applicants must possess two years of specialized experience. Appointment at the CL-28 level is generally reserved for qualified transfer applicants currently serving in federal probation or pretrial officer positions.

**Specialized Experience:** Progressively responsible experience, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology or mental health.

Experience solely as a police, custodial, or security officer is **not** creditable unless it includes qualifying criminal investigative experience.

## **PREFERRED QUALIFICATIONS/SKILLS/EXPERIENCE**

Highly qualified applicants should be able to demonstrate:

- Thorough knowledge of the philosophy, theories, and practices in the field of corrections, with knowledge of law, psychology, sociology, and criminology as these disciplines are related to the duties and responsibilities of the correctional profession.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities.
- Ability to clearly communicate orally and in writing.
- Possess strong organizational skills, attention to detail, and ability to effectively meet deadlines.
- Proficiency in current technology, computer databases, and computer applications in a Windows-based environment.
- Knowledge of community resources and the understanding and skill to identify additional resources.
- Ability to communicate fluently in Spanish strongly preferred.

## **IMPORTANT LAW ENFORCEMENT REQUIREMENTS**

This position is subject to special requirements applicable to federal judiciary law enforcement officers.

### **Maximum Entry Age**

First-time appointees must not have reached their 37th birthday at the time of appointment. Applicants age 37 or older who have previous federal law enforcement officer experience and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine eligibility. Retirement is mandatory at age 57.

### **Medical and Physical Requirements:**

Probation/Pretrial Services Officers investigate and supervise individuals who may present a physical danger to officers or the public. The work may require moderate to arduous physical activity, prolonged walking or standing, physical dexterity and coordination, and the ability to use approved self-defense techniques.

The selected candidate must successfully complete the applicable medical examination and drug screening. *For more detailed information on suitability and medical requirements, please go to:*

[U.S. Probation & Pretrial Services Employment Suitability Requirements](#) and [Officer and Officer Assistant Medical Requirements](#).

### **Background Investigation**

Upon successful completion of the medical examination and drug screening, the selected candidate will be subject to credit, employment, fingerprint, and criminal history background checks and subsequent favorable suitability determination as a condition of employment. Additionally, the incumbent will be subject to random drug screening and updated background investigations every five years, and when deemed necessary by management for reasonable cause, subsequent fitness-for-duty evaluations.

### **Training**

Probation/Pretrial Services Officers receive extensive local training and are required to successfully complete a six-week intensive national training program at the U.S. Probation and Pretrial Services Training Academy in Charleston, South Carolina.

### **CONDITIONS OF EMPLOYMENT**

- Applicants must be United States citizens or eligible to work in the United States.
- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- Position requires adherence to the [Code of Conduct for Judicial Employees](#).

### **BENEFITS**

Employees of the United States District Court serve under “excepted appointments” and are considered “at will” employees. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other federal government employees as described at <https://www.uscourts.gov/careers/benefits>, which include:

- 13 days of annual leave during the first three years of service, increasing with tenure.
- 13 days of sick leave annually.
- Eleven paid federal holidays.
- Participation in a retirement program and the Thrift Savings Plan (similar to 401k), with matching contributions up to 5%.
- Probation/Pretrial Services officers participate in the Federal Law Enforcement Hazardous Duty Retirement program.
- Optional participation in a federal health insurance plan on a pre-tax basis.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program and dental and vision programs.
- Optional participation in the flexible spending account program for unreimbursed medical and/or dependent care expenses on a pre-tax basis.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, in determining leave accrual and retirement benefits.
- Public Service Loan Forgiveness Program, if qualified.

### **HOW TO APPLY**

Qualified applicants are invited to apply by submitting the following as **ONE PDF**:

- Letter of interest,
- Current resume detailing education, work experience, knowledge, skills and abilities,
- Recent performance evaluation if conducted,
- Official college transcript from all colleges where a degree was granted,
- Contact information for three (3) professional references, and
- Completed Federal Judicial Branch Application for Employment (Form AO 78) available on the court’s website ([www.waed.uscourts.gov](http://www.waed.uscourts.gov)).

Complete application packages may be submitted electronically to:

HR@waed.uscourts.gov

(Please include your name and Vacancy Announcement WAEP 2026-16 in the subject line.)

**Special Instructions:**

Applicants who reside outside the Eastern District of Washington should explain their interest in relocating to Spokane in their cover letter.

All applicants must complete the “**Optional Background Information**” section on the AO 78 (page 5) for consideration because this is a high-sensitive position.

**Incomplete packets will not be considered.** Inquiries may be directed to Laurie Whitcomb in Human Resources, at the above email address.

To download the Federal Judicial Branch Application for Employment form visit U.S. District Court’s public website at: <http://www.waed.uscourts.gov> under the U.S. Probation Office tab/Employment Opportunities.

Applicants invited to interview must travel at their own expense, and relocation expenses are not authorized.

The United States Probation/Pretrial Services Office reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

***The United States District Court for the Eastern District of Washington  
is an Equal Opportunity Employer***