



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

VACANCY ANNOUNCEMENT

WAEP 2025-7

**UNITED STATES PROBATION/PRETRIAL
SERVICES OFFICER – INVESTIGATIONS**

Salary Range: CL 25: \$49,145 to \$79,857
CL 27: \$59,441 to \$96,648
CL 28: \$71,263 to \$115,813

*Depending upon experience, qualifications and previous government service
Promotional potential to next Classification Level without further competition*

Duty Station: Spokane, Washington
Opening Date: November 13, 2025
Closing Date: November 20, 2025, or until filled

POSITION OVERVIEW

The U.S. Probation/Pretrial Services Office is accepting applications for the position of U.S. Probation/Pretrial Services Officer – Investigations Unit – in our Spokane office to conduct investigations, write reports and provide sentencing recommendations to the Court. Selected candidates may be placed at Classification Level (CL) 25, 27, or 28, depending on qualifications and experience and/or budgetary considerations. Promotion potential to Classification Level (CL) 27/CL 28 is without further competition. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate unquestioned integrity in a fast-paced environment. Travel, and possession of a valid driver's license, is required.

The Eastern District of Washington geographically consists of 20 counties covering approximately 42,000 square miles. The probation office's headquarters is in Spokane, Washington, with divisional offices in Yakima and Richland, Washington. Probation/Pretrial Services officers serve in a judiciary law enforcement capacity and serve under the direction of the United States Courts.

REPRESENTATIVE DUTIES

- Conducts investigations and prepares reports for the Court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources.
- Interprets and applies policies, procedures, statutes, *Federal Rules of Criminal Procedures*, and *U.S. Sentencing Guidelines*. Tracks legal developments, and updates staff and the Court.
- Investigates and analyzes financial documents and activities and takes appropriate action. Interviews victim(s) and provides victim impact statements to the Court. Ensures compliance with Mandatory Victims Restitution Act.

- Analyzes and responds to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution.
- Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Assess substance abuse, mental health, domestic violence, and similar problems and recommend the necessary conditions of supervised release or probation to mitigate risk.
- Presents presentence report and sentencing recommendations to the court.
- Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and (if warranted) guideline applications. Serves as a resource to the Court. Maintains detailed written records of case activity.
- Consistently demonstrates sound ethics and judgment.
- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements.

MINIMUM QUALIFICATIONS/EXPERIENCE

Candidate must possess a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

In addition to meeting the required education identified above, applicants at each grade level must also have additional education or specialized experience as described below:

For CL 25: Candidate 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: Candidate must possess two years 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: Candidate must possess two years specialized experience.

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 as a police, custodial, or security officer, other than with any criminal investigative experience, is not creditable.

CONDITIONS OF EMPLOYMENT

As a federal law enforcement position, there is a maximum age requirement. First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over 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.

Selected candidates will be invited to participate in an interview. The final selected candidate may undergo a full-field background investigation, a 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.

Applicants must be United States citizens or eligible to work in the United States and meet age and physical standards established by provisions for law enforcement personnel. *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](#).* The Federal Financial Management Reform Act requires direct deposit of federal wages.

PREFERRED QUALIFICATIONS/SKILLS/EXPERIENCE

- 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.

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:

- Paid annual leave in the amount of 13 days per year for the first 3 years, 20 days per year after 3 years, and 26 days per year after 15 years.
- Paid sick leave in the amount of 13 days per year, converted to time in service for retirement benefits.

- Eleven paid holidays per year.
- Participation in a retirement program and the Thrift Savings Plan (similar to 401K), with matching contributions.
- Probation/Pretrial Services officers participate in the Federal Law Enforcement Hazardous Duty Retirement program.
- Optional participation in a federal health insurance plan on 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

APPLICATION PROCEDURES

Qualified applicants are invited to apply by submitting the following as one document in PDF format:

- a letter of interest,
- a current resume detailing education, work experience, knowledge, skills and abilities,
- a recent performance evaluation if conducted,
- an official college transcript from all colleges where a degree was granted,
- contact information for three (3) professional references, and
- a completed Federal Judicial Branch Application for Employment (Form AO 78) available on the court's website (www.waed.uscourts.gov).

Complete application packages may be submitted electronically to:

HR@waed.uscourts.gov

(Please include your name and Vacancy Announcement WAEP 2025-7 in the subject line.)

Incomplete packets will not be considered. Inquiries may be directed to Angie Swan in Human Resources, at (509) 742-6330.

To view the complete vacancy announcement and download the Federal Judicial Branch Application for Employment form visit U.S. District Court's public web site 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*