



# CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE  
Eastern District of Oklahoma

## POSITION

U.S. Probation Officer

## LOCATION

Muskogee, OK  
Durant, OK

## SALARY/TARGET

Starting: \$48,890 –\$115,213  
pay table CL-25 & 27 salary  
dependent upon experience  
& qualifications – Promotion  
potential up to CL 28 without  
further recruitment

## OPENING DATE

October 7, 2025

## CLOSING DATE

Open until filled, multiple  
officers may be hired from this  
announcement.

## ANNOUNCEMENT

No. 25-02

## POSITION OVERVIEW & REPRESENTATIVE DUTIES

The United States Probation Office, Eastern District of Oklahoma, is accepting applications for a United States Probation Officer.

The primary focus of the job is to fulfill statutory requirements to conduct pretrial and pre-sentence investigations, supervise offenders/defendants, make recommendations to the court, evaluate needs and conditions, and maximize compliance with minimal oversight. Probation/Pretrial Services Officers' performance assists the court in effectively processing probation and pretrial matters. A proper recommendation to the court maximizes the protection to the public. The probation and pretrial services system plays a key role and has a direct impact on the image of the court in its community.

### **Representative Duties:**

- 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 work with appropriate specialist to implement necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- 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.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officers' requests for information and advice. Testify in court as to the basis for factual findings and guideline applications, as 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*. Enforce home confinement conditions ordered by the court, and perform home confinement reintegration on behalf of the Bureau of Prisons, as applicable.
- Review and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Provide offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Work with offenders/defendants toward integration into the job market through cross-training, mentoring, and the use of up-to-date technology.
- Communicate with other organizations and personnel (such as U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Discuss violations with Supervisory Officer. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.

## QUALIFICATIONS

### **Required Education & Experience:**

Applicants must be U.S. citizens or eligible to work in the United States. Applicants must possess a four-year degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, 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 also have two years of specialized experience, including at least one year equivalent to work as a CL 25; or the completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

**Specialized Experience:**

Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**MAXIMUM ENTRY AGE**

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under Civil Service Retirement System or the Federal Employees' Retirement System 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 experience subtracted from their age to determine whether they meet the maximum age requirement.

This is a hazardous duty position and as such you will be subject to mandatory separation based on age if you are occupying this position at age 57, and you have completed the necessary 20 years of service.

**PREFERRED SKILLS & EXPERIENCE**

Two years of specialized experience as defined above.

Knowledge of federal law and the criminal justice system and how it relates to the roles and functions of a U.S. Probation Officer.

Strong familiarity with techniques in supervising defendants. Skill in working with violent and/or difficult individuals and implementing negotiation and motivation techniques.

Excellent written and oral communication skills. Superior attention to detail.

Knowledge of automated/Internet resources and systems available for conducting background checks, criminal histories, and other investigative databases.

**CONDITIONS OF EMPLOYMENT**

In that this position, if first-time appointee, will be a provisional appointment, candidates will undergo internal investigations conducted within the U.S. Probation Office.

After the internal investigation is completed and approved by the Chief Judge, applicants will receive a written offer for provisional hire. Pursuant to Judicial Conference policy, all final applicants for officer and officer assistant positions will undergo a medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. Applicants will also undergo drug screening and will also be subject to random drug screening and updated background investigations every five years.

After appointment, OPM investigations will be conducted, and if the report reflects any negative nature, as to reflect continued employment as a U.S. Probation Officer would be ill advised, employment will be terminated.

Applicants are also advised that final candidates for the position of United States Probation Officer are subject to medical examinations. Specifically, 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 screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

## HOW TO APPLY

Candidates wishing to apply for this position must submit:

1. Letter of application that describes their interest in pursuing this position and how their experience relates to the stated duties, responsibilities and preferred skills and abilities of this position;
2. Resume with references (with phone numbers)
3. Completed Application for Judicial Branch Employment (Form AO-78)  
(Form can be found at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)

The envelope containing these documents should be marked \* **Confidential** \* and addressed to:

Alisa Henin  
Human Resource Administrator  
United States Courthouse  
P. O. Box 1645  
Muskogee, OK 74402-1645  
(or)

Emailed to: [HumanResources\\_OKEP@okep.uscourts.gov](mailto:HumanResources_OKEP@okep.uscourts.gov)

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate. Applicants must be citizens of the United States or be eligible to work in the United States.

This position is subject to mandatory electronic direct deposit of salary payment.

*The Probation Office provides reasonable accommodations to applicants with disabilities.*

Only applicants who are interviewed in person will receive a written response regarding their application.

**The United States Courts is an Equal Employment Opportunity employer.**

**The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool.**