



HEADQUARTERS

Diana E. Murphy
U.S. Courthouse
300 South Fourth Street
Suite 406
Minneapolis, MN 55415-1320

FIELD OFFICES

Warren E. Burger
Federal Building and
U.S. Courthouse
316 North Robert Street
Suite 600
St. Paul, MN 55105-1465

Gerald W. Heaney
Federal Building and
U.S. Courthouse and
Customhouse
515 West First Street
Suite 206
Duluth, MN 55802-1302

Edward J. Devitt
U.S. Courthouse and
Federal Building
118 South Mill Street
Suite 304
Fergus Falls, MN 56537-2576

Bemidji Beltrami
County Courthouse
619 Beltrami Avenue NW
Suite 100
Bemidji, MN 56601-3066

1302 1/2 Seventh Street NW
Rochester, MN 55901-1734

VACANCY ANNOUNCEMENT

POSITION:	U.S. Probation Officer
VACANCY #:	2025-04
DUTY STATION:	Minneapolis, St. Paul, or Rochester
CLASSIFICATION LEVEL:	CL-25 to CL-28
SALARY RANGE:	CL-25: \$55,521-\$88,830 (CPS LEO Minneapolis-St. Paul, MN-WI – Table MSP, effective 01/13/2025) CL-27: \$64,467-\$104,821 CL-28: \$77,289-\$125,606 (CPS Minneapolis-St. Paul, MN-WI – Table MSP, effective 01/13/2025) Starting classification level and salary are dependent upon education, qualifications, and experience. Promotion potential to CL-28 without further competition.
VACANCY TYPE:	Full-time. More than one position may be filled.
AREA OF CONSIDERATION:	All sources.
POSTING DATE:	October 6, 2025
CLOSING DATE:	Open until filled. Preference given to complete applications received by 5:00 p.m. CST on October 24, 2025.



OVERVIEW

U.S. Probation and Pretrial Services in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis, Minnesota. There are field offices located in Bemidji, Duluth, Fergus Falls, Rochester, and St. Paul. The U.S. Probation and Pretrial Services Office serves the Judicial District of Minnesota, which includes 87 counties.

U.S. Probation and Pretrial Services Officers (USPOs) serve in a judiciary law enforcement position and assist in the administration of justice, promote community safety, gather information, supervise persons under supervision, interact with collateral agencies, prepare reports, conduct investigations, and offer recommendations to the Court. The selected candidate will serve under the guidance of a supervisor.



*See the Possibilities and
Inspire Change*

GUIDING PRINCIPLES

Objectivity	Service
Commitment	Inclusion
Integrity	Diversity
Compassion	Collaboration
Consistency	Perseverance

OUR VISION

We...

are **dedicated** to the Court,
the community, the people
we serve, and each other.

advance the impartial
administration of justice
throughout all phases
of the system.

embrace each other's
differences and encourage
understanding through
inclusivity.

achieve excellence through
perseverance, innovation,
and proven methods.

are **committed** to proactive
rehabilitative efforts,
community partnerships,
and strengthening
support systems.

are **devoted** to putting people
in positions to succeed.

REPRESENTATIVE DUTIES

- Conduct investigations and prepare reports for the Court with recommendations, which requires interviewing persons under court-ordered investigations, 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 and relevant case law.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with persons under supervision through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance use, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Locate, provide, and schedule suitable contract and non-contract services to maximize effectiveness of treatment or services for high-risk persons under supervision. Develop and maintain community contacts (i.e., Residential Reentry Centers, educational institutions, local and/or national community resource providers, employers, etc.) who may assist as a resource. Schedule and conduct drug use detection tests and DNA collection of persons under supervision, following established procedures and protocols. Maintain paper and computerized records of test results and chain of custody of urinalysis testing materials.
- 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 location monitoring conditions ordered by the Court and, in some instances, perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Review and resolve disputed issues involving persons under supervision and present unresolved issues to the Court for resolution. Assess risk level of persons under supervision and develop a blend of risk management strategies for controlling and correcting risk.
- Communicate with other organizations and persons (such as the Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning the behavior and conditions of 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. Guide the work of staff providing administrative and technical assistance to officers.
- Respond to judicial officers' requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Maintain detailed written records of case activity. Conduct surveillance and/or search and seizure at the direction of the Court.



BENEFITS

Serve in a rewarding public service position

Extensive insurance plans and flexible benefit plans, including health care and dependent care reimbursement accounts

Retirement plans with employer matching contributions

Paid vacation and sick leave

Paid federal holidays

Employee Assistance Program and wellness programs

Onsite fitness center (Minneapolis and St. Paul)

Extensive online training options. Travel reimbursement for in-person training and professional conferences, based on available funds

Ad hoc telework and alternative work schedules, based on eligibility and work performance

www.uscourts.gov/careers/benefits

PAYROLL

Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

MINIMUM 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, business or public administration, or another closely related field, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

To qualify for CL-25, the selected candidate must have:

One (1) 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;
- "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.

To qualify for CL-27, the selected candidate must also have:

Two (2) 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.

To qualify for CL-28, the selected candidate must also have:

Two (2) years of specialized experience.

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, public administration, human relations, social work, psychology, or mental health. Experience as a police officer, custodial or security officer, other than any criminal investigative experience, is not creditable.

PREFERRED QUALIFICATIONS

Preference may be given to candidates who have more than two years specialized experience. The ideal candidate may also possess the following preferred skills:

- A master's degree or current enrollment in a related graduate program.
- At least one year of community corrections or social services work (entry level consideration).
- Skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement.
- Demonstrated leadership by showing initiative to engage in project management and establishing programs which help achieve an organization's mission and vision.
- Demonstrated use of technology to improve a process.



EMPLOYMENT SUITABILITY

The appointment to the position of U.S. Probation Officer will require a mandatory background check/investigation. The selected candidate will be appointed provisionally, pending a suitability determination by the Court. If the background check/investigation contains information that, in the sole discretion of management, deems the selected candidate as unsuitable for a permanent appointment, the provisional appointment will be rescinded, without application of the District's Disciplinary and Adverse Action Plan. If the background check/investigation results in a favorable suitability determination, the provisional status will be removed.

As a condition of employment, the incumbent will be subject to ongoing random drug screening, updated background checks/investigations every five years, and as deemed necessary by leadership for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. Continued employment is contingent upon favorable results from future drug screenings and favorable suitability determinations from future mandatory background checks/investigations.

ENVIRONMENTAL DEMANDS

Work is performed in an office setting and the community and will be subject to variable hours, including nights, holidays, and weekends. Work requires regular contact with people who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur). The duties of USPOs require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing physical dexterity and coordination necessary of officer safety, and use of self-defense tactics.

MEDICAL REQUIREMENTS

Prior to appointment, the selected candidate must undergo a medical examination and drug screening. Upon successful/favorable completion, the candidate may then be appointed provisionally, pending a favorable suitability determination by the Court.

The medical requirements for law enforcement officer and officer assistant positions are available for public review on the United States Courts' website under [Officer and Officer Assistant Medical Requirements](#).

MAXIMUM ENTRY AGE REQUIREMENTS

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 37 years of age or older who have previous law enforcement officer experience under the 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

ADDITIONAL CONDITIONS OF EMPLOYMENT

Prior to appointment, and in addition to the medical examination and drug screening, the selected candidate must undergo the in-district criminal background check and financial and credit check. Once appointed provisionally, the selected candidate must undergo fingerprinting and submit information pertaining to the full OPM background check/investigation.

The selected candidate must be a U.S. citizen or eligible to work in the U.S.

The selected candidate must have a valid driver's license, as this position will require frequent travel to other offices and in the field.

Newly appointed U.S. Probation Officers receive extensive training during their first year of employment and must also successfully complete a multi-week national training program at the Federal Law Enforcement Training Center (Probation and Pretrial Academy), in Charleston, South Carolina.

The mandatory separation age for positions covered under law enforcement retirement is 57, with 20 years of service (5 U.S.C. §§ 8335(b), 8425(b)).

The U.S. District Court requires employees to adhere to a [Code of Conduct for Judicial Employees](#).



Only applications containing all the required documents will be considered complete.

Complete applications received by any posted preference date and/or closing date will be reviewed in order to identify the best qualified candidates. Applications submitted after the vacancy announcement has been closed will not be accepted.

Only applicants selected to proceed to the next phase of the recruitment process will be notified.

Applicants must be in good standing in their current employment. Applicants may not be considered if a Performance Improvement Plan (PIP) or disciplinary/adverse action has been initiated and/or is in effect between the opening and closing dates of this vacancy announcement.

Interviews will be conducted in person in our Minneapolis or St. Paul office. Applicants selected to interview will be required to participate in a writing assessment or project as part of the selection process.

Applicants selected to interview must travel at their own expense.

The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

**The Federal Judiciary is an
Equal Employment
Opportunity Employer.**

APPLICATION INSTRUCTIONS

This is an ongoing recruitment for our Minneapolis, St. Paul, or Rochester office, which is based on budget availability and district needs. This announcement should not be construed as current vacancies exist. As vacancies become available, existing applications will be reviewed. More than one position may be filled from this announcement.

To apply, applicants must compile all required documents into one (1) PDF.

The PDF title and email subject line must read:

[Applicant's Name] - U.S. Probation Officer #2025-04

The PDF must be emailed to: hr-mnprob@mnprob.uscourts.gov

REQUIRED DOCUMENTS

1. COVER LETTER

The cover letter must include a concise description of the following:

- The applicant's familiarity with and ongoing experience in specialized evidence-based practices programming (if applicable), and how the applicant has applied such programming to their work, and
- A summary of how the applicant has used information technology to improve operations.

2. RESUME

The resume must include education and work history, such as dates of employment, duties and responsibilities, and key accomplishments.

3. REFERENCES

The names, titles, phone numbers, and email addresses of three references, one of which must be identified as a professional reference, such as a current or former supervisor. References may be contacted prior to an interview. The U.S. Probation and Pretrial Services Office reserves the right to contact additional references other than those provided by the applicant.

4. FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT (AO 78)

- A resume cannot be substituted for the AO 78.
- Older versions of AO 78 (prior to May 2024) will not be accepted.
- The applicant's date of birth is required.
- All sections must be completed with "Yes", "No", "N/A", and/or relevant information.
- Dates must be in mm/dd/yyyy format.
- Responses to questions #19, #20, and #21 are required.
- Any notation to "see resume" or "on file" will render this form incomplete.
- The applicant's signature is required. The signature date must coincide with the PDF submission date.

5. SUPPLEMENTAL QUESTIONNAIRE

Applicants may include additional documents, such as work performance evaluations, letters of recommendation, and school transcripts. But such documents cannot be substituted for the five required documents listed above.

If any of the five required documents do not comply with the instructions noted above or are not included in the PDF, the PDF will be deemed incomplete. Incomplete PDFs will not be considered.