



# UNITED STATES PROBATION AND PRETRIAL SERVICES WESTERN DISTRICT OF WISCONSIN

Vacancy Announcement No. 2026-01

## CAREER OPPORTUNITY

<b>Position Title:</b>	U.S. Probation and Pretrial Services Officer (*Including Transfer Opportunity)
<b>Position Type:</b>	Full-Time Permanent
<b>Duty Station:</b>	Madison or Eau Claire, Wisconsin
<b>Salary Range:</b>	CL 25 (\$49,361 - \$80,265) to CL 27 (\$59,732 - \$97,098) commensurate with experience and qualifications  <i>U.S. Probation and Pretrial Services Officer transfers only:</i> CL 27 (\$59,732 - \$97,098) to CL 28 (\$71,583-\$116,394) commensurate with experience and qualifications
<b>Opening Date:</b>	February 17, 2026
<b>Closing Date:</b>	Open until filled; preference will be given to complete applications submitted by March 17, 2026.
<b>Start Date:</b>	Flexible

## DISTRICT SUMMARY

The Western District of Wisconsin is a combined probation and pretrial services district that serves 44 counties. The district has courthouses in Madison and Eau Claire, with its headquarters located in Madison. Our employees gain invaluable experience by contributing to all facets of operations, offering a unique opportunity to make a significant impact.



We are committed to the continued implementation of evidence-based practices in the management and oversight of defendants and persons under post-conviction supervision. We are dedicated to ensuring that all aspects of service to the Court and the community remain at high levels. Delivering this high level of performance is essential to accomplish our mission, which is as follows:

*“Collectively, we contribute to a safer community by fostering positive, lasting change in the lives of those we serve.”*

We believe leadership is a shared responsibility of all team members. Our core values are excellence, compassion, integrity, teamwork, continuous learning, respect, wellness, adaptability, and resilience. These values are the foundation that underlies our work, how we interact with each other, and the strategies we employ to fulfill our mission.

## POSITION OVERVIEW

U.S. Probation and Pretrial Services Officers perform functions that aid judicial officers in making informed decisions about persons charged with and convicted of criminal offenses, as well as supervise such persons to assure their compliance with conditions of release. Officers encourage

long-term positive change for the individuals they serve by fairly administering justice and providing investigative and supervision services while protecting the community.

## SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by U.S. Probation and Pretrial Services Officers within any unit and do not reflect all duties performed by positions covered in this announcement.

- Conduct pretrial investigations and prepare pretrial reports for the Court with recommendations addressing risk of non-appearance and risk of danger to the community. Gather comprehensive, factual, and objective information that is verified through collateral resources. Provide written and verbal assistance to the Court regarding pretrial procedures in a clear, logical, and concise format.
- Conduct presentence investigations and prepare reports for the Court with recommendations for sentencing. Preparation of these reports requires interviewing defendants and their families; investigating the offense, prior record and financial status of the defendant; and contacting collateral sources. An integral part of the presentence investigative process, including responses to objections, is the interpretation and application of the U.S. Sentencing Commission Guidelines and relevant case law.
- Supervise persons under pretrial and post-conviction supervision to promote positive lifestyle changes, to maximize compliance with court-imposed conditions, to reduce risk to the community, and to provide for correctional treatment. Develop and implement appropriate strategies using evidence-based practices.
- Maintain personal contact with persons under pretrial and post-conviction supervision through telephone and electronic means and visits in the office, home, and community. Personal visits may take place in neighborhoods or environments where illegal activities and violence could occur. Investigate employment, sources of income, lifestyle and associates to assess risks, criminogenic needs, and compliance with court-ordered conditions of supervision.
- Detect and investigate any violations of conditions of supervision, including illicit substance use, and implement appropriate strategies and sanctions. Report violations of the conditions of supervision to the Court and appropriate authorities.
- Collaborate with and seek information from a variety of sources such as the U.S. Parole Commission, Bureau of Prisons, defendants/persons under supervision and their families, community partners, law enforcement officials, treatment providers, victims, and attorneys. Treat all persons with dignity and respect.
- Prepare an array of reports and testify in court as to the basis of findings, case information, and guideline applications. Serve as resources and subject matter experts for the Court.
- Maintain an accurate, timely, and detailed written record of case activity.
- Interpret and apply complex rules, policies, and procedures while ensuring judicial and statutory requirements are being met.
- Work evenings and weekends as required for supervision activities and/or mission critical tasks. Travel for core duties and training, including overnight stays, as required. Officers may be required to work more than 40 hours per week to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.
- Maintain court confidentiality requirements and embrace the [Charter for Excellence](#).

Demonstrate integrity, sound ethics, judgment, and professional demeanor.

- Perform other duties as assigned by the Court or Chief U.S. Probation Officer.

## QUALIFICATIONS

**Minimum Qualifications and Special Skills:** Completion of a **bachelor's degree** from an accredited college or university in a field such as criminal justice, criminology, sociology, human relations, business or public administration, or another related field which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. A valid driver's license is required.

Strong communication skills, including writing, are essential to be a successful officer. Officers must be mature, responsible, organized, and demonstrate sound ethics and judgment. Officers must possess a positive attitude, integrity, initiative, and the ability to work with a wide variety of people with diverse backgrounds. Officers must work well under pressure and meet deadlines.

**For CL 25:** A minimum of one year of specialized experience **or** completion of the requirements for a bachelor's degree and one of the following superior academic achievement requirements:

- an overall "B" grade point average or a "B+" (3.5 out of 4.0) average in a major field of study;
- academic standing in the upper third of the class;
- election to 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:** A minimum of 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.

**Specialized Experience:** Progressively responsible experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, substance/addiction treatment, public administration, social work, psychology, human relations, or mental health. Experience as a custodial or security officer does not qualify as specialized experience. Experience as a police officer qualifies only if such experience is in criminal investigations.

**Preferred Skills:** Additional preferred skills include fluency in a foreign language and licensure or certification in a behavioral science (LMSW, CADC, LPC, etc.). An advanced degree from an accredited college or university is preferred.

## CONDITIONS OF EMPLOYMENT

This is a hazardous duty position and subject to mandatory separation at age 57, after the completion of at least 20 years of service. 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.

Officers must undergo an extensive government background investigation. Prior to appointment, the selectee will undergo a drug screening and medical examination. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination. In addition, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and may be subject to subsequent fitness-for-duty evaluations.

Officers work with people who present physical danger to officers and to the public. The duties of an officer include moderate to arduous physical exercise and require physical dexterity and coordination necessary for officer safety and use of self-defense tactics. Officers are subject to physical and mental stress due to the nature of their job responsibilities. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers, and officer assistants may be obtained at the website for [U.S. Courts](#).

U.S. Probation and Pretrial Services Officers are excepted service appointments and are required to adhere to the [Code of Conduct for Judicial Employees](#). Fully appointed officers may be removed by the Court for unacceptable performance, misconduct, or other cause, pursuant to 18 U.S.C § 3602(a).

During their first year of duty, probation officers receive extensive local training and must also successfully complete a six-week national training program at the Federal Probation and Pretrial Academy in Charleston, South Carolina.

Employees must reside within a reasonable commuting distance to their assigned duty station. Applicants must be citizens of the United States.

## BENEFITS

Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. Officers who consistently meet performance expectation levels have opportunities for limited teleworking. This position is subject to mandatory electronic fund transfer (direct deposit) participation or payment of net pay. For additional information on employment with the federal courts, please visit the website for [U.S. Courts](#).

## APPLICATION MATERIALS

Please apply using the following link: [Application Link](#)

Complete the information fields and attach the following materials:

- 1) a resume with three references (include phone numbers and email addresses);
- 2) a cover letter (not to exceed one page) outlining why it is your goal to become a U.S. Probation and Pretrial Services Officer for the Western District of Wisconsin;
- 3) a supplemental statement (not to exceed two pages) addressing the following two areas:
  - a. Describe the qualifications, skills, and abilities you possess that match the demands of this position.
  - b. Select one of the core values (*excellence, compassion, integrity, teamwork, continuous learning, respect, wellness, adaptability, and resilience*) and describe how that value has shaped who you are today and how you would demonstrate this value as a U.S. Probation and Pretrial Services Officer.
- 4) an Application for Judicial Branch Employment (AO78) (the form is included in the application link);
- 5) copies of your two most recent performance evaluations; and
- 6) copies (unofficial) of college transcript. Transcripts must include grade point average.

Incomplete applications packets will not be considered. Only applicants who are interviewed in person will receive a written response regarding their application. The Court is not authorized to reimburse applicants for travel in connection with an interview or to pay relocation expenses.

\*\*\*

*All information provided by applicants is subject to verification. False statements or omission(s) of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.*

*The U.S. Probation and Pretrial Services Office reserves the right to amend the conditions of this vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.*

***The U.S. Courts is an Equal Employment Opportunity employer.***