

**United States Probation and Pretrial Services**  
**Northern District of Mississippi**  
VACANCY ANNOUNCEMENT  
**USPO 23-01**



**TRANSFER OPPORTUNITY**

**POSITION:** UNITED STATES PROBATION OFFICER  
**LOCATION:** U.S. Probation Office, Northern District of Mississippi  
**LEVEL:** Classification Level CL 27 – CL 28 (\$52,967 to \$103,208)

The U.S. Probation Office for the Northern District of Mississippi is recruiting for a U.S. Probation Officer position(s) from **current** federal probation officers or pretrial services officers who wish to transfer. This position(s) will be stationed in either the Oxford office or soon-to-be opened Hernando office. More than one position may be filled from this announcement. The agency is unable to match locality pay.

**PRIMARY DUTIES**

**Investigative Duties:** The selectee conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record, and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The selectee testifies in court as to guideline applications and serves as a resource to the court to facilitate proper imposition of sentence.

**Supervision Duties:** The selectee supervises and monitors offenders conditionally released by the Courts, the U.S. Parole Commission, and military authorities, to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment. This is accomplished through personal contact with offenders in office and community settings. Offenders' employment, sources of income, lifestyle and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations.

**QUALIFICATIONS**

The selectee must be a **current** U.S. Probation or Pretrial Services Officer in good standing. This includes consistent, high-quality past job experience/performance.

## **BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS**

U.S. Probation and Pretrial Services Officers transferring from another district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his or her discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

**TO APPLY:** Application must be made on government application form AO 78, Application for Judicial Branch Federal Employment. The application form may be accessed at [http://jnet.ao.dcn/sites/default/files/pdf/AO\\_078.pdf](http://jnet.ao.dcn/sites/default/files/pdf/AO_078.pdf). Please email one single .pdf file with the completed application, cover letter, and resume to [hr\\_MSNP@msnp.uscourts.gov](mailto:hr_MSNP@msnp.uscourts.gov). Include "USPO 23-01" in the subject line.

U.S. Probation and Pretrial Services

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662-234-2761

\* The United States Probation Office, Northern District of Mississippi, is headquartered in Oxford with branch offices in Amory, Greenville, Hernando, and Tupelo. Although it is the agency's policy to try to accommodate individual duty station preferences, all employees of the United States Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts.

\* The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

\* Applicants must possess a valid driver's license.

\* The office reserves the right to amend or withdraw any announcement without written notice to applicants.

\* Due to the volume of applications received, only applicants who are selected to be interviewed will receive a written response regarding their application status.

\* Applications must be received by 5:00 p.m. (Central Time), on December 30, 2022, to be considered.

**\*THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER\***