



U.S. Probation & Pretrial Services District of Maine

VACANCY ANNOUNCEMENT

Announcement Number:	MEP-2026-01
Position:	U.S. Probation & Pretrial Services Officer Assistant
Type of Appointment:	Full-Time
Salary Range:	CL 26 (\$56,637 - \$90,631)* *Starting salary depending on qualifications and experience
Position Location:	Bangor, Maine
Opening Date:	June 29, 2026
Closing Date:	Open Until Filled (Applications preferred by July 31, 2026)
Area of Consideration:	This vacancy is open to all qualified applicants.

The U.S. Probation & Pretrial Services Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice. More than one position could be hired from this posting. If a subsequent vacancy of the same position type becomes available within a reasonable time of the original announcement, the U.S. Probation & Pretrial Services Office may elect to select a candidate from the original qualified applicant pool. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected.

The U.S. Probation & Pretrial Services Office is currently accepting applications for the position of Probation Officer Assistant. The Probation Officer Assistant serves in a judiciary law enforcement position under the direction and guidance of a probation officer or supervisory probation officer. The incumbent provides technical and administrative support and assistance to probation officers, primarily assisting with the supervision of low-risk cases, compiling information for investigations, coordinating with collateral agencies, drafting reports and correspondence, and performing similar duties.

Representative Duties:

The Probation Officer Assistant performs a full range of duties and responsibilities including but not limited to the following:

- Under the guidance of a probation officer, supervise a caseload of low-risk individuals convicted of federal offenses, or released on bond following arrest, requiring contact by telephone, in the office, and in the field. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Under the guidance of a probation officer, conduct and complete full bail report investigations to include interviews, collateral checks, and court appearances.
- Assist probation officers with investigations to include compiling criminal histories and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provide officers with accurate information to assist in their completion of reports.
- Under guidance from a probation officer, draft and submit selected reports. Observe, and apprise the supervisor of the lifestyle, risk, and needs of individuals convicted of federal offenses. Assist in the development of community resources to meet those needs.
- Under the guidance of a probation officer, respond to judicial officers' requests for information and occasionally testify in court, accompanied by a probation officer, regarding the basis for factual findings and, if applicable, guideline applications.
- Conduct collateral investigations and draft and submit collateral reports, which may entail making telephone, office, and/or field contacts. Perform record keeping.
- Collect and conduct urine tests on individuals convicted of federal offenses of the same gender and maintain appropriate records. Process unobserved urine tests for those not of the same gender.
- If bilingual or multilingual, assist officers and non-English speaking individuals convicted of federal offenses, family members, and witnesses in translating speech, documents, and correspondence, as required.
- Operate various criminal justice, law enforcement, and probation automated systems.
- Field work will require travel to all corners of the State of Maine. Overnight travel may be necessary to complete field work and will be approved accordingly.
- Perform other and progressively greater responsibilities and duties as assigned.
- Participate in ongoing training and development programs.

Required Competencies:

- Knowledge of pretrial, probation, and parole processes and procedures, court processes, and legal terminology. Knowledge of the criminal justice system including the interrelationships between the federal courts, federal probation, and various law enforcement agencies.
- General knowledge of available community resources. Knowledge of automated/internet resources and systems available for conducting background checks,

criminal histories, and other similar activities. Basic knowledge of techniques used in supervising offenders and basic knowledge of sentencing guidelines.

- Basic skill in assisting probation officers with supervision of offenders in selected low risk cases, risk assessments, and developing appropriate alternatives and sanctions to non-compliant behavior. Ability to organize, prioritize, compile, and summarize work within established time frames. Ability to follow safety procedures.
- Ability to work under pressure of short deadlines and follow detailed instructions accurately.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders. Ability to interview and gather needed information.

Qualifications: A bachelor's degree from an accredited college or university with specialization in criminal justice, criminology, psychology, sociology, human relations, business, or public administration.

Specialized Experience: Progressively responsible experience, following completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment/mental health services.

Maximum Age Entry: First-time appointees to positions covered under Federal law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over 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 experience subtracted from their age to determine whether they meet the maximum age requirement.

Physical Requirements: The duties of probation officer assistants require the investigation and management of convicted criminals who present physical danger to officers and to the public. In the supervision, treatment, and control of the persons under supervision, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing and use of self-defense tactics. On a daily basis, probation officer assistants face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing federal offenses. Because officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Any candidate the court is appointing to an officer assistant position will be subject to a pre-employment medical examination. The applicant must be determined medically qualified prior to commencement of duties. The medical requirements for probation officers and probation officer assistants are available for public review at www.uscourts.gov.

Background Investigation, Drug Screening and Medical Standards: This position is deemed as law enforcement. Prior to appointment, the selectee considered for this position will undergo a complete background investigation, 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, employees are subject to on-going random drug screening and updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officer assistants and probation officers are available for public review at <http://www.uscourts.gov>.

Further, the selected candidate will be appointed provisionally (for one year). Retention will depend upon favorable suitability, determination of the background investigation, and satisfactory performance.

Conditions of Employment: Applicants must be U.S. Citizens or eligible to work in the United States.

Benefits: Employees of U.S. Probation & Pretrial Services ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental, and vision programs.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to a 401K).
- Participation in a group life insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- Time in service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

In relation to the application or hiring process, the court is not authorized to reimburse candidates for travel or moving expenses.

Application Procedure

Qualified applicants should submit:

1. Cover letter highlighting specific skills and experience he/she would bring to the

position. This must include a discussion of the two following topics – (1) What motivated you to pursue this position; and (2) Describe your career goals and what knowledge, skills, and abilities you would bring to the position;

2. Detailed Resume;
3. Judicial Employment Application Form AO-78; and
4. Copy of most recent performance appraisals.

All documents should be combined and emailed as one PDF attachment. This position will remain open until filled. Applications are preferred by July 31, 2026. Send completed applications via email to: Apply_USPO@mep.uscourts.gov

The U.S. Probation & Pretrial Services Office is an Equal Opportunity Employer