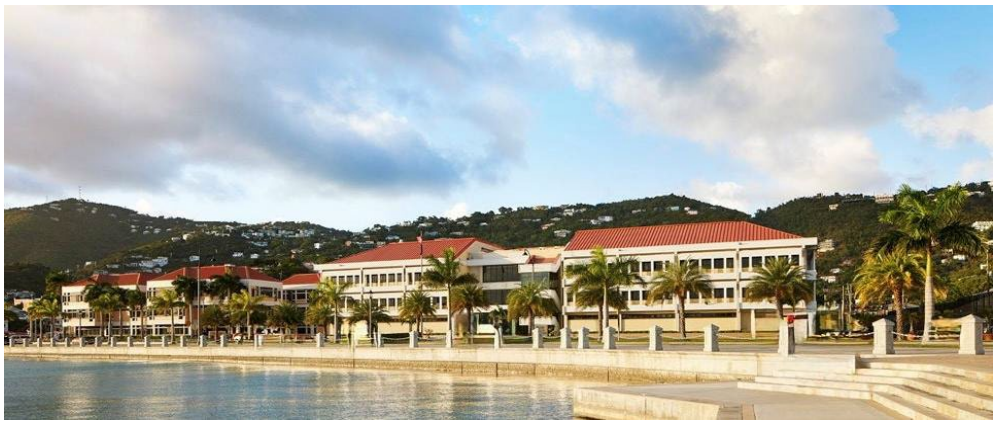

## Career Opportunity Number: 2026-005

**POSITION TITLE:** **U.S. Probation Officer**
**POSITION LOCATION:** **St. Thomas, VI**

**OPENING DATE:** **September 9, 2026**

**CLOSING DATE:** **Open until filled**

**JOB CLASSIFICATION/GRADE:** **CL 25 – CL 28**

**SALARY RANGE:** **$51,419- $116,394 plus Cost-of-Living Allowance currently set at 11.88% (Starting classification level and salary dependent upon experience and qualifications. Promotion potential is possible without further competition).**

## POSITION OVERVIEW

The U.S. Probation Officer serves in a judiciary law enforcement position and assists in the administration of justice and promote community safety, gather information, supervise individuals under supervision, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court.

***Current U.S. Probation Officers from other districts are welcome to apply.***

**The United States Probation Office reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool. We appreciate your interest in employment with our district.**

**Applicants who previously applied under Vacancy Announcement 2026-002 will automatically be considered.**

# U.S. Probation Office District of the Virgin Islands

**WEBSITE: VIP.USCOURTS.GOV**
**PHONE; (340) 774-4821**

"Our mission is to provide support to the Court and ensure public safety, by reducing risk to the community, through effective supervision, which includes providing treatment and community services, that aid in the reduction of recidivism, and bring about positive change in the lives of those we serve."

**CONDITIONS OF EMPLOYMENT:**
U.S. Citizen or eligible to work in the United States.

Required to use Electronic Fund Transfer for payroll.

The United States Probation Office requires employees to adhere to a Code of Conduct for Judicial Employees

***Equal Opportunity Employer***

## HOW TO APPLY

**Email the following in a single PDF file to usviprobationjobs@vip.uscourts.gov:**

**(1) Cover Letter**
**(2) Resume (with salary history)**
**(3) Judicial Branch Application**

***Please include the vacancy number of the position in the subject line of the email.***
**Submissions that do not include all requested documents will not be considered**

## BENEFITS

**The Court is a qualifying employer for Public Service Loan Forgiveness, along with available:**

- Health, Dental, Vision, and Life insurance;
- Vacation, Sick Leave, and Holidays;
- Retirement (FERS);
- Thrift Savings Plan ;
- Flexible Spending Accounts for healthcare and dependent care;
- Employee Assistance Program (EAP)/Work Life Services;
- Workers' Compensation Program; and Employee Wellness Program.

**REPRESENTATIVE DUTIES:**

- The probation officer gathers and verifies background information concerning persons charged with a federal criminal offense when they are arrested or summoned to the Court. Law enforcement automated criminal records systems are used to obtain and verify information. Evaluates information and prepares a report to the judge prior to the initial hearing. Assesses flight risk and danger to the community, and recommends bail and/or release, or detention of the defendant.
- Conducts investigations and prepares reports for the Court, with recommendations for sentencing individuals convicted of federal offenses. Interviews defendants and their families. Contacts law enforcement agencies, attorneys, victim(s) of the crime(s), and others as required for the accurate preparation and presentation of presentence reports. Interprets and applies U.S. Sentencing Commission guidelines and relevant case law. Submits presentence reports and sentencing recommendations to the Court.
- Supervises defendants that are released on pretrial supervision, probation, parole or supervised release. Responsible for detection of substance abuse through assessment and counseling. Refers offenders to appropriate outside agencies, such as medical and drug treatment facilities, employment, and training. Monitors and manages offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Officers are required to maintain a detailed written record of case activity.
- Perform other appropriate duties as assigned.

**QUALIFICATIONS – EDUCATION & EXPERIENCE:**

**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 or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position, is required for all probation officer positions. Candidate must be computer literate.

**Preferred Qualifications:**

- Completion of an advanced degree from an accredited university is preferred. Proficiency in Microsoft Word; knowledge of evidence-based practices in community corrections.
- A successful candidate must demonstrate effective written and verbal communication skills, be of outstanding character, mature, responsible, poised, organized and meticulous. Must also possess tact, good judgement, initiative, and the ability to work with a variety of people with diverse backgrounds.

**Conditions of Employment:**

- Applicant must be a United States citizen or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees.
- Employees of the United States Probation Office for the District of the Virgin Islands are excepted service appointments. Excepted Service appointments are "at will" and can be terminated with or without cause by the court.
- Prior to appointment, the selectee considered for this position must 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, incumbent will be subject to an OPM background investigation and updated background investigations every five years, ongoing random drug screening 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 officers, pretrial services officers and officer assistants are available for public review at Officer and Officer

Medical Requirements.

- U.S. Probation Officers participate as hazardous duty law enforcement officers under the Federal Employees Retirement System (FERS). The incumbent is subject to mandatory retirement at age 57 with 20 years of Federal law enforcement service.
- 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 or over with previous hazardous duty experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who may have had 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.
- The duties of probation officers require the investigation and management of convicted criminal offenders who present physical danger to officers and the public. Moderate to arduous physical exertion (including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety and use of self-defense tactics) is required in the supervision, treatment, and control of these offenders. On a regular basis, probation officers and officer assistants face unusual mental and physical stress inasmuch as they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing Federal offenses.