



**UNITED STATES PROBATION OFFICE  
SOUTHERN DISTRICT OF MISSISSIPPI**

**Vacancy Announcement 24-3 (Jackson, Hattiesburg, and Gulfport, Mississippi)**

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<b>Position:</b>	United States Probation Officer
<b>Location:</b>	Jackson, Hattiesburg, and Gulfport, Mississippi
<b>Closing Date:</b>	Open Until Filled - Multiple positions may be filled from this vacancy announcement.
<b>Salary:</b>	Starting: CPS CL 27 - \$58,030 with eventual CL 28 potential - \$69,551 - \$113,078
<b>Type of Appointment:</b>	Full Time/Provisional to Permanent, pending a favorable suitability determination by the court.
<b>Application Procedure:</b>	Applicants must submit a Federal Judicial Branch Application for Employment Form AO78 which can be found at <a href="https://www.mssp.uscourts.gov/employment-opportunities">https://www.mssp.uscourts.gov/employment-opportunities</a> , cover letter, and resume via email (PDF format) to: <a href="mailto:mssp_jobs@mssp.uscourts.gov">mssp_jobs@mssp.uscourts.gov</a> listing <b>Vacancy Announcement 24-3 USPO</b> in the subject line.

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**Representative Duties:** Probation officers conduct the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to 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 for officer safety, and use of self-defense tactics. Daily, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

**Job Requirements:** At least one-year experience in criminal investigation or supervision preferred. Broad knowledge of criminal justice system. Ability to evaluate and apply statutes and implement regulations. Good knowledge of investigative and supervision techniques. Knowledge or experience of how other judicial processes/procedures relate to his/her position. Skill in counseling offenders to obtain and maintain compliance to the conditions of their release. Skills in oral and written communication. Knowledge and skills in working with judges, attorneys, and other law enforcement agencies. Knowledge of community and potential community resources. Some travel required.

**Required Education:** Completion of a Juris Doctor degree or a master's degree from an accredited college or university in a related field of academic study such as criminal justice, criminology, psychology,

sociology, human relations, and business or public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position and is required for all U. S. Probation Officer positions in the Southern District of Mississippi.

**Maximum Entry Age:** 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 who have previous federal law enforcement officer experience under 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 federal law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

**Important Notice:** Prior to appointment, the selectee considered for this position will undergo a background investigation, medical examination, and drug screening. Upon successful completion of the background investigation, 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 ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, and may be subject to subsequent fitness-for-duty evaluation.

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

**Benefits:** The U. S. Probation Office falls within the Judicial Branch of the U. S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401 K plan with employer matching contributions), paid holidays and annual and sick leave accrual. This position is subject to mandatory Electronic Funds Transfer (EFT) for payment of net pay.

A computerized test is required for all qualified candidates.

Candidates must be citizens of the United States of America or be eligible to work in the United States.

**Application Information:** Applicants must submit (1) A Federal Judicial Branch Application for Employment Form AO 78 which can be found at <https://www.mssp.uscourts.gov/employment-opportunities>, (2) a resume and (3) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. The documents may be sent via e-mail to [mssp\\_jobs@mssp.uscourts.gov](mailto:mssp_jobs@mssp.uscourts.gov). E-mailed documents must be in PDF format. The positions are open until filled.

Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response. Applicants must travel at their own expense. Relocation expenses are not reimbursable.

**Disclosures:**

The United States Probation Office reserves the right to modify the conditions of this vacancy announcement, 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. The United States Probation Office requires employees to adhere to a [Code of Conduct for Judicial Employees](#). The Court will not reimburse candidates for travel in connection with interviews or pay for any relocation expenses. We appreciate your interest in employment with our district.

~THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER~