

**VACANCY ANNOUNCEMENT**  
**U.S. PROBATION OFFICE – EASTERN DISTRICT OF KENTUCKY**

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**POSITION:** U.S. Probation Officer

**ANNOUNCEMENT NUMBER:** 2025-08

**DATE POSTED:** July 25, 2025

**CLOSING DATE:** August 18, 2025

**LOCATION:** Lexington, Kentucky

**SALARY RANGE:** \$46,621 (CL-23 Step 1)  
to \$115,213 (CL-28 Step 61)  
(Depending upon qualifications and experience.)

**INTRODUCTION:** The Probation Office of the United States District Court, Eastern District of Kentucky, is accepting applications for the position of a permanent, full-time Probation Officer for the U.S. Probation Office in **Lexington**. More than one position may be filled from this vacancy announcement.

**JOB SUMMARY:** By statute, the probation officer serves in a judiciary law enforcement position and assists in the administration of justice. The incumbent promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The probation officer may guide the work of officer assistants and other staff. The incumbent performs duties that involve general pretrial services or probation cases, under the guidance of a Supervisory Officer.

**REPRESENTATIVE DUTIES:** A probation officer performs a full range of duties and responsibilities including, but not limited to, the following:

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include *U.S. Sentencing Guidelines*, Monographs, and relevant case law. Track legal developments, and update staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Review and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.
- Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.

**QUALIFICATIONS:** Applicants must have a Bachelor's Degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. Minimum Education and/or Experience: CL-23 – Bachelor's Degree; CL-25 – Bachelor's Degree with one year of specialized experience; CL-27 – Bachelor's Degree with two years of specialized experience; CL-28 – Bachelor's Degree with two years of specialized experience.

Specialized experience is progressively responsible experience, gained after completion of a Bachelor's Degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment, public administration, human relations, social work, psychology, or mental health. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Educational Substitutions: CL-25 – Completion of the requirements for a Bachelor's Degree from an accredited college or university and one of the following superior academic achievement requirements: an overall "B" grade point average equaling 2.90 or better of a possible 4.0; standing in the upper third of the class; 3.5 average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; election to membership in 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; CL-27 – Completion of a Master's Degree in a field of study closely related to the position, or a Juris Doctor (JD) Degree.

**EMPLOYEE BENEFITS:** The Judiciary offers a comprehensive benefits packages that includes, in part, paid vacation, sick leave, paid holidays, health insurance, dental/vision insurance, life insurance, flexible benefits programs, retirement, Thrift Savings Plan with matching contributions, etc. Please visit <https://www.uscourts.gov/careers/benefits> to view additional benefit information.

**CONDITIONS OF EMPLOYMENT:** First-time appointees to positions covered under federal law enforcement retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants age 37 or over with 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be provisionally appointed. At such time, the selectee will undergo an extensive background investigation. Continued employment will be contingent upon a favorable suitability determination by the Court. In addition, as conditions of employment, the selectee will be subject to ongoing random drug screening, updated background investigations every five years, and if deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. Medical requirements and essential job functions for the position are available for public view at <https://www.uscourts.gov/careers>.

The applicant must be a United States citizen or eligible to work in the United States. The position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

**APPLICATION PROCEDURE:** Candidates must submit a completed **AO 78** (Federal Judicial Branch Application for Employment – 5/24) which is available on the [www.kyep.uscourts.gov](http://www.kyep.uscourts.gov) website, a **letter of interest** addressing their particular skills and experience and how those skills can contribute to this position, **along with a resume**, to: Mr. Warren G. Little II, Chief U.S. Probation Officer, at [kyepml\\_applicant@kyep.uscourts.gov](mailto:kyepml_applicant@kyep.uscourts.gov) by August 18, 2025.

**The U.S. Probation Office is an Equal Opportunity Employer.**