

UNITED STATES PROBATION OFFICE

Eastern District of Texas

U.S. Probation Officer – Texarkana TX

Vacancy Announcement # 25-16

External



Posting Date:	September 12, 2025	Salary:	\$50,927-\$115,213
Closing Date:	September 22, 2025	Location:	Texarkana, TX
Type:	Permanent Full-Time	Entrance on Duty:	TBD

Introduction

The United States Probation Office for the Eastern District of Texas has an immediate opening for a full-time U.S. Probation Officer in our Texarkana office. The incumbent is hired by the Chief Probation Officer and works directly for the U.S. Probation Office. This position offers promotion potential up to CL-28 without further competition.

Job Summary

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court.

Representative Duties

Incumbent conducts investigations and prepares reports for the Court with recommendations concerning the release or sentencing of individuals who have been charged with or convicted of federal offenses. The preparation of these reports requires interviewing defendants and their families; investigating the offense, prior record, and financial status of the defendant; and contacting law enforcement agencies, attorneys, victims of the crime, 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. Incumbent testifies in court as to guideline applications and serves as a resource to the Court to facilitate proper imposition of sentence. Analyze and respond to any objections.

Incumbent supervises persons under supervision to maximize adherence to imposed conditions, reduce risk to the community, and provide correctional treatment. This is accomplished through personal contact with persons under supervision in office and community settings. Employment, source of income, lifestyle and associates are investigated to assess risk and measure compliance. Incumbent detects evidence of substance abuse and takes appropriate action, which may include implementing necessary treatment or initiating revocation proceedings. Incumbent also refers offenders to appropriate outside agencies for counseling, treatment, employment assistance, and training.

Required Education and Experience

To be considered for the position, candidates must possess at least 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, business, public administration, English, or pre-law which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the work of the position of probation officer. **Two years specialized experience is preferred.** Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigation, or work in substance/addiction treatment, law or teaching. **Experience as a police officer, custodial or security officer, other than any criminal investigative experience, is not creditable.**

Required Special Skills

Incumbent must have solid analytical skills; excellent written and oral communication skills; ability to organize, oversee, and complete multiple projects simultaneously; and the ability to maintain confidentiality and work harmoniously with others. Computer skills including a working knowledge of computer software such as Windows, Word and Outlook and the ability to type and use a scanner are required.

Physical Requirements and Maximum Age of Entry

The duties of probation officers require the investigation and management of alleged criminal defendants and 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 to operate a firearm, 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.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required.

In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment; however, severe health problems or physical defects that constitute employment hazards to the applicant or others may disqualify an applicant.

First time appointees to positions covered under law enforcement officer retirement provisions **must not have reached their 37th birthday at the time of the appointment.** Applicants 37 and older who have previous law enforcement 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.

Special Requirements for Probation Officers

First time appointees to the position of U.S. Probation Officer must undergo an extensive government background investigation. Further, 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 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, may be subject to subsequent fitness-for-duty evaluations. **First time appointees will be required to participate in a six-week National Training Academy in Charleston, South Carolina.**

Visit <https://www.uscourts.gov/services-forms/probation-and-pretrial-services> for additional information including the [essential job functions](#) and [medical requirements](#) for probation and pretrial services officers.

Employee Benefits

The Federal Judiciary offers generous federal employee benefits which includes:

- 13 to 26 paid vacations days, 11 paid holidays, and 13 days of sick leave annually. Paid parental leave after 12 months.
- Optional participation in Federal Employees Health Benefits plan (health, dental, and vision); Federal Employees Group Life Insurance; Flexible Benefits Program (pre-tax contributions for health care and dependent care expenses).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the terms of the [PSFL](#) program.

For more benefit information visit [Judiciary Benefits](#).

Additional Information

The United States Probation Office is part of the Judicial Branch of the United States Government. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory Electronic Funds Transfer for payroll deposit. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination on the initial investigation. Employees are subject to updated background investigations every five years. An unfavorable investigation at any point during employment may lead to removal.

An applicant must be a U.S. Citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. 1324(a)(3)(B), which requires applying for citizenship within six months of becoming eligible and completing the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years and eligible to apply for citizenship must execute an affidavit that they intend to apply for citizenship when they become eligible.

The Court requires employees to adhere to the Code of Conduct, which is available to applicants for review upon request. Only those candidates selected for testing will be contacted

Procedures for Applying

Provide only the documents requested below in a single PDF file. The file shall be named your last name and the announcement number, i.e., Smith 25-16.

1. Cover letter of no more than two pages with a brief narrative describing why you are a suitable candidate for this position.
2. Resume
3. A complete AO 78 - [Application for Judicial Branch Federal Employment](#)
4. Five professional references
5. If applicable, a copy of your college transcript(s) with the qualifying degree(s) and date(s) awarded clearly highlighted or circled.

Please submit the above documents in one PDF via email at TXEP-HR@txep.uscourts.gov by COB on September 22, 2025.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool.

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