



Ron Travers
Chief U.S. Probation Officer

MISSION

We provide the highest level of service to the Court, community, defendants and persons under supervision, our stakeholders, and to each other.

VISION

Efficient - Effective - Excellent



U. S. PROBATION AND PRETRIAL SERVICES DISTRICT OF NEW MEXICO

United States Probation Officer Assistant VACANCY # 26-04

The United States Probation and Pretrial Services Office for the District of New Mexico is committed to the fair administration of justice, transforming the lives of those we serve, and strengthening our communities. Our office serves diverse communities and is a strong supporter of inclusion and staff diversity.

POSITION: United States Probation Officer Assistant
Presentence Investigations Unit

LOCATION: Albuquerque, Las Cruces or Santa Fe, New Mexico

CLASSIFICATION: CL 25 Salary Range \$51,419 - \$64,472/year DOE
OR Transfer within the Judiciary at a CL 25 or CL 26
Non-Competitive Promotion for a CL 25 to a CL 26 after one-year

OPENING DATE: January 14, 2026

CLOSING DATE: Open Until Filled

POSITION OVERVIEW:

The United States Probation and Pretrial Services Office for the District of New Mexico is currently accepting applications for United States Probation Officer Assistants. This position is accompanied with a complete benefits package.

REPRESENTATIVE DUTIES:

Pretrial Services:

The incumbent gathers and verifies background information concerning persons charged with a federal criminal offense when they are arrested or summoned to the court. Information is gathered through interviews with the defendant, arresting authorities, U.S. Attorney's Office, family, and community members. Incumbent uses law enforcement automated criminal records systems to obtain and verify information. Drug testing and substance abuse assessments are performed. This information is evaluated and presented in report format to a judge prior to the initial hearing with an assessment of flight risk and danger to the community. A recommendation regarding bail and/or release or detention of the defendant is included in the report. In formulating a recommendation, the incumbent considers prior convictions, ability of the defendant to post bond, community ties, possibility of substance abuse and the risk of flight, as well as the degree of danger to the community.

The incumbent supervises those defendants that are released, when required. Makes regular telephone contact, conducts home visits and community contact as required by the conditions of release and the supervision plan.

BENEFITS:

- Paid Annual Leave
- Paid Sick Leave
- Paid Federal Holidays
- Paid Parental Leave after one year of full-time employment
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)-401 (k)-styled program with up to 5% match
- Transit subsidy
- Credit for prior Federal Government service
- Mandatory electronic deposit of salary payment

HOW TO APPLY:

To be considered for this position, qualified applicants must submit a complete application packet which includes:

- Letter of Interest
- Chronological Resume
- Copy of two most recent performance evaluations.
- Copy of official college transcripts.
- AO 78, Application for Federal Judicial Branch Employment found at: <https://www.nmpp.uscourts.gov/career-opportunities>

Any incomplete packet will result in disqualification. All documents must be emailed in ONE PDF document only and sent to:

uspojobs@nmp.uscourts.gov

Ron Travers

Chief U.S. Probation Officer
333 Lomas Blvd. NW, Suite 170
Albuquerque, New Mexico 87102
Attn: Victoria Hilton-Eckhart
Human Resources Specialist

Ensures that the defendant submits required drug tests. Supervision intervention conducted with the defendant to modify behavior to reduce potential for revocation. Assists those needing medical help, food, shelter, and other assistance by referring them to the appropriate community or government agencies. Coordinates and monitors the defendant's contact with community resources.

Presentence Investigations:

The incumbent may conduct investigations and prepare reports for the Court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing defendants and their families, investigating the offense, obtaining prior record and financial status of defendants, contacting law enforcement agencies, attorneys, victims of the crime, schools, churches, and civic organizations. The purpose of these activities is to ascertain the defendant's background to assess the probability of future criminal behavior and determine profit from the offense; restitution and the defendant's ability to pay fines, costs of prosecution, incarceration, and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

Post-Conviction:

The incumbent may supervise offenders to maximize adherence to court-imposed conditions to reduce risk to the community and to provide correctional treatment. The incumbent develops a supervision plan and maintains a detailed record of case activity on offenders; maintains personal contact with offenders through community, office visits and via telephone; coordinates and monitors offender's contact with community resources, i.e., substance abuse facilities, counselors, shelters, or employment facilities; investigates/verifies employment, sources of income, lifestyle, and their associates to assess risk and compliance.

The incumbent performs other duties as assigned.

QUALIFICATIONS:

The minimum requirements for consideration as a United States Probation Officer Assistant at a CL 25 include:

- Completion of 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 work of the position; ***plus***
- 1-year specialized experience. This means progressively responsible experience in such fields as: probation, pretrial services, parole, investigations, or work in substance/addiction treatment. Experience as a police officer, custodial, corrections, or security officer, other than that involving investigative experience, is not creditable.

Only the most qualified applicants in good standing will be considered for the position.

Financial and background check outcomes must be favorable. Financial rating must be in good standing, devoid of late payments, bankruptcies, and collections.

¹This information is pursuant to 5USC 8401(17), stating that Probation Officers must not be over the age of 37 at the time they commence employment. The original ruling became effective July 1, 1987 and revised on March 12, 1991. This is in accordance with the Hazardous Duty/Law Enforcement Clause as approved by the Federal Judicial Conference.

ADDITIONAL REQUIREMENTS:

- Applicants must not have reached their 37th birthday at the time of appointment¹ and must be physically capable of performing duties requiring moderate to arduous physical exertion. Any severe health problem may be disqualifying. The position requires mandatory officer safety and firearms training.
- Applicants must be U.S. citizens or eligible to work in the United States.
- Applicants must undergo and clear an NCIC check, background investigation, financial and fingerprint checks.
- Applicants must not use illegal drugs or abuse alcohol or prescription drugs.
- Applicants must be able to travel to divisional offices in New Mexico for periodic work assignments as required.
- Applicants must maintain confidentiality and practice a good work ethic; possess good multi-tasking management skills; have very strong interpersonal/verbal and written communication skills; be a team player; and be flexible in a changing environment.
- Prior to appointment, the successful candidate must undergo and pass a medical examination and drug screening. The candidate 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. The medical requirements and the essential job functions are derived from the medical guidelines for probation officers, pretrial services officers and officer assistants and are available for public review at <http://www.uscourts.gov>.
- Employees are required to adhere to a Code of Ethics and Conduct which is available for applicants review upon request.

INFORMATION FOR APPLICANTS:

- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without any prior written notice.
- This job announcement may involve filling more than one position described herein.
- If a subsequent vacancy of the same position becomes available within 90-days of the vacancy close date or date filled (whichever is the most recent), the Chief United States Probation Officer has the discretion to select a candidate from the original qualified applicant pool.
- This position may also be assigned to a different unit other than the one posted, dependent upon the needs of the District.
- Travel and relocation expenses will not be paid.

The United States Probation and Pretrial Services Office is an Equal Opportunity Employer