



UNITED STATES PROBATION & PRETRIAL SERVICES Northern District of Indiana

Brendon M. Pierpaoli, Chief U.S. Pretrial Services & Probation Officer

NOTICE OF VACANCY

5400 Federal Plaza,
Hammond, IN 46320
www.innp.uscourts.gov



The Northern District of Indiana is a combined office geographically consisting of 32 counties in the northern part of the state. Divisional offices are maintained in Hammond, South Bend and Fort Wayne.

"Our mission is to assist in the fair administration of justice, protect the community, and bring about long -term positive change in the individuals we serve."

U.S. PROBATION & PRETRIAL SERVICES OFFICER | VACANCY #26-04

Duty Station: South Bend, IN

Status: Full-Time Permanent **Posted:** January 29, 2026

Classification: CL 25/27/28 **Closing Date:** February 20, 2026

Table RUS - CL 25 \$51,419 - \$82,322 CL 27- \$59,732 - \$97,098 CL 28 - \$71,583 - \$116,394

**Starting salary commensurate with work experience, education, and previous Federal Court experience.*

POSITION OVERVIEW:

The U.S. Pretrial Services & Probation Officer serves in a judiciary law enforcement position. Officers encourage long term positive change for the individuals they serve by fairly administering justice and providing investigative and supervision services while protecting the community. This position may include any of the three disciplines (pretrial, presentence, or post-conviction).

DUTIES AND RESPONSIBILITIES:

These include, but are not limited to the following:

- Conducts investigations, prepares reports, investigates offenses, investigates clients background for sentencing.
- Interviews persons under supervision and their families, investigating the offense of conviction, prior record, and financial status of defendants. Other contacts may include the home, community, employers, law enforcement agencies, attorneys, victims of crimes, and other civic or community agencies.
- Interprets and application of the U.S. Sentencing Commission guidelines and relevant case law to make recommendations on sentencing.
- Monitor and supervise defendants and persons under federal supervision, enforces court conditions, and provides treatment opportunities for positive lifestyle changes.
- Addresses persons under supervision adherence with the conditions of supervision, the reduction of risk to the community, and correctional treatment.
- Maintains personal contact with persons under supervision through contacts in the office and in the community; investigates employment, sources of income, lifestyle, and associates to assess risk and compliance.
- Assess offenders' level of risk and develop a blend of strategies for monitoring, restrictions and interventions designed to mitigate risk. Responsible for detection of substance abuse, assessment, and counseling and addressing those areas of concern.
- Investigates violations of the conditions of supervision and implements appropriate alternatives and sanctions.
- 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.
- Review and resolve disputed issues involving offenders and present unresolved issues to the court for resolution.

HOW TO APPLY

Applicants must submit ONE PDF document tammy.hamby@innp.uscourts.gov containing the following:

Subject of Email: VA 26-04

- Cover Letter
- Resume
- Answers to KSA 1 & 2
- Supplemental Question
- Copy of college transcripts (unless transfer applicant)
- Application for Federal Judicial Branch Employment found [HERE](#)

**Due to the high sensitivity of this position, the optional background questions (18-20) on the AO 78 Application must be answered.*

JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Pre-tax Benefit Programs
- Health Insurance
- Vision Insurance
- 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
- Fitness center

DUTIES AND RESPONSIBILITIES CONTINUED:

- Prepares fact-based reports for the court or parole authorities, which may include interpretation of U.S. Sentencing Commission revocation guidelines, making recommendations for disposition; and testifying at court and parole hearings.
- Interacts with organizations such as the U.S. Parole Commission, Bureau of Prisons, military parole authorities, and attorneys concerning client supervision conditions.
- Travel within and outside the district/state may be required.
- Provide offenders with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders through interviewing, gathering appropriate information and collaborating with stakeholders. Assist offenders toward integration into the community.
- Performs other duties as assigned.

QUALIFICATIONS:

(Qualifications must be met at the time of application)

Minimum:

- Completion of a bachelor's degree from an accredited college or university with major 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 is required.
- An advanced degree is preferred.

Specialized Experience:

- Applicant must have at least one year of specialized experience, which is defined as 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.
- **(Experience as a police officer, custodial, or security officer does not qualify as specialized experience.)**

Educational Substitutions:

Completion of the requirements for a bachelor's degree from an accredited college or university **and one of the following superior academic achievement requirements may be substituted for one year of specialized experience at the CL 25 level:**

- 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 Phi Beta Kappa, Sigma XI, or 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.

Physical Requirements and Maximum Entry Age:

Work is performed in an office setting and the community and will be subject to irregular work hours including nights, and weekends. Work requires regular contact with people who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur). The duties of U.S. Probation & Pretrial Officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and the public. The supervision and treatment of these offenders may 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.

First-time appointees must not have reached their 37th birthday at the time of appointment.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Selected candidate must successfully complete an FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.
- Employment is considered provisional until the background check is successfully completed.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Probation Officers serve under "Excepted Appointments" and may be removed only for cause.
- Employees are required to use direct deposit for payroll.

QUALIFICATIONS CONTINUED:

Background Investigations, Drug Screening and Medical Requirements:

Prior to appointment, the selectee considered for this position will undergo a complete background investigation, 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, employees are subject to on-going random drug screening and 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 derived from the medical guidelines for probation officer assistants and probation officers are available for public review at <http://www.uscourts.gov>.

To qualify for a Classification (CL) 25, you must have received a bachelor's degree from an accredited college or university. With satisfactory performance, and qualifying experience, promotion to the CL-27 is without further competition.

To qualify for a Classification (CL) 27, you must have two years specialized experience, including at least one year equivalent to work at the CL-25 or completion of a master's degree in a field of study closely related to the position or a Juris Doctor (JD) degree. With satisfactory performance, and qualifying experience, promotion to the CL-28 is without further competition.

To qualify for a CL-28, you must have at least two years of specialized experience, including at least one year equivalent to the work at the CL-27.

KSAs & SUPPLEMENTAL QUESTION

KSA 1: Knowledge, skills and abilities that are relevant to the field of probation/pretrial services.

KSA 2: Ability to work in a professional environment with a variety of individuals (i.e., people on supervision, defendants, clients, judges, attorneys, other law enforcement personnel, and victims).

Supplemental Question: Explain why you would be a good selection as a United States Probation/Pretrial Services Officer. In this statement we would like you to reflect on how you feel you would be an asset to the Federal Court and the Federal Probation & Pretrial Services system.

OTHER:

Due to the high volume of applications received, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Interviews may be conducted in-person or virtually.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.