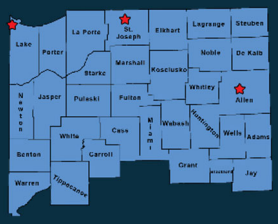
UNITED STATES PROBATION & PRETRIAL SERVICES

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 SERVICES OFFICER ASSISTANT | VACANCY #27-02

Duty Station: Hammond, IN

Status: Full-Time Permanent **Posted:** October 30, 2026

Classification: CL 25/1 – 25/61 **Closing Date:** November 30, 2026

Table CHI – CL 25 $57,480- $92,027

**Promotion potential to a U.S. Probation Officer position without further competition (Table CHI CL 25, CL 27, CL 28)*

Starting salary commensurate with work experience, education, and previous Federal Court experience. This announcement is for one position in the Hammond divisional office. For INNP Officer Assistants seeking a lateral move, preference will be given to those who have been in their position for two years.

POSITION OVERVIEW:

The Probation/Pretrial Officer Assistant serves in a U.S. Probation or U.S. Pretrial Services Office in a judiciary law enforcement position. The incumbent provides technical and administrative support to probation officers, primarily assisting with the supervision of low-risk cases, compiling information for investigations, coordinating with collateral agencies, drafting reports and correspondence, and performing similar duties.

DUTIES AND RESPONSIBILITIES:

These include, but are not limited to the following:

- Under the guidance of a probation officer or supervisory probation officer, supervise a caseload of low-risk offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Assist probation officers with presentence investigations to include compiling criminal histories, and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provide officers with accurate and factual information to assist in their completion of probation reports.
- Under guidance of a supervisory probation officer, draft and submit selected reports. Observe, and apprise the supervisor of the lifestyle, personal problems, and needs of offenders. Assist in the development of community resources to meet those needs.
- Under the guidance of a supervisory probation officer, respond to judicial officers' requests for information and occasionally testify in court, regarding the basis for factual findings.
- Conduct collateral investigations and draft and submit collateral reports.
- Collect and conduct urine tests on offenders of the same gender and maintain appropriate records.

How to Apply

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

Subject of Email: VA 27-02

- Cover Letter
- Resume
- Answer to KSA 1
- Copy of college transcripts (if applicable)
- Application for Federal Judicial Branch Employment AO_078-08-2024_1.pdf

**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:

- Operate various criminal justice, law enforcement, and probation automated systems.
- If bilingual or multilingual, assist officers and non-English speaking offenders, family members, and witnesses in translating speech, documents, and correspondence, as required.
- Participate in ongoing training and development programs.
- Maintain records and document case file activities.
- Perform other and progressively greater responsibilities as assigned.

Qualifications:

(Qualifications must be met at the time of application)

Minimum:

- To qualify for a CL 25, applicant must have a high school diploma and one year of specialized experience.

Specialized Experience:

- Applicant must have at least one year of specialized experience, which is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.
- Applicants must have excellent writing ability and possess excellent oral communication and people skills.

Educational Substitutions:

- Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

Preference:

Preference will be given to applicants who possess 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, or business or public administration. Preference will be given to applicants with experience in using automated systems, including electronic case filing and current versions of Word and Windows; experience in a pretrial or probation system or relevant experience in a court; and/or customer service experience. Preference may be given to bilingual candidates who have the ability to read, write and speak Spanish proficiently.

Physical Requirements and Maximum Entry Age:

Work is generally performed in an office setting where offenders/defendants with violent backgrounds are usually present.
Applicants must be physically capable, have good vision and normal hearing ability. First-time appointees must not have reached their 37th birthday at the time of appointment to a hazardous duty position. Applicants 37 or over with previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System may be eligible for 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 a DCSA 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 Officer Assistants 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:
This position is deemed as law enforcement. Prior to appointment, the selected candidate 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, continuous vetting, and 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**.

Further, the selected candidate will be appointed provisionally (for one year). Retention will depend upon favorable suitability, determination of the background investigation, and satisfactory performance.

KSA Question

KSA 1: Describe your career goals and what knowledge, skills, and abilities you would bring to this position.

Response not to exceed two (2) pages, single spaced.

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 may modify the conditions of this job announcement or withdraw the announcement, any of which may occur without prior written or other notice.