

Notice of Career Opportunity

United States Probation Office Eastern District of Missouri



Posting Date:	04/30/2026
Vacancy Number:	CPOA-0426
Position:	U.S. Probation Officer Assistant
Salary Range:	CL 23 (\$47,075-\$72,359) (Classification dependent upon qualifications)
Duty Station:	U.S. Probation Office – Cape Girardeau
Closing Date:	Open until filled - <i>applications considered as they are received</i>

Position Summary

The United States Probation Office for the Eastern District of Missouri is accepting applications for the position of Probation Officer Assistant. This position reports to a Supervisory U. S. Probation Officer and serves in a judiciary law enforcement position. The incumbent provides technical and operational support and assistance to probation officers in a variety of areas, including assisting with compiling information for investigations; treatment services, assisting with and monitoring select offenders/defendants; drafting reports and correspondence; and assisting with similar operational duties.

Summary of Representative Duties and Responsibilities

- Assists officers in performing probation investigations of all types for own office and other districts (i.e., collateral, presentence, etc.). Visits various local law enforcement and regulatory agencies to collect and record information for both presentence investigation reports and collateral investigations.
- Assists in the supervision of persons on probation, supervised release, parole; and in providing necessary information to the court regarding violations of supervision.
- Conducts record checks on various automated systems.
- Collects and conducts urine screens on offenders of the same gender and maintains appropriate related records. Supplies urine specimen kits to field probation services offices within the district as well as to drug contract providers where required. Ensure that procedures for contract suppliers are up to date in accordance with regulations. Responsible for purchase orders for specimen kits and other materials required for collection, screening, and performance of chemical analysis for detection of controlled substances.
- Under the guidance and direction of an officer, supervises a select caseload of persons on probation, supervised release, or parole.
- As appropriate, reports all hazardous incidents encountered in the course of duty to his/her supervisor, the Chief Probation Officer, the Court, and the Federal Corrections Division of the Administrative Office of the U.S. Courts.
- As required, completes investigative reports and other correspondence.
- Participates in and contributes to ongoing functional training programs.
- Handles client emergencies in the officer's absence.
- Where applicable, may serve as an interpreter for officers and for non-English speaking offenders or family members at interviews in the office, the field, and in correctional institutions, translating pertinent documents, as necessary.

- Review, process, and upload all treatment referral forms, to include organization and maintenance of paperwork for monthly billing auditing.
- Receive treatment invoices and upload them to internal databases.
- Contact with treatment providers and officers regarding scheduling of urinalysis collection.
- Assist with procurement solicitation and vendor monitoring.
- Maintain lists of supplies to be ordered.
- Assist with scanning/ uploading of treatment services related documentation.
- Maintain and update electronic files of vendors.

Required Qualifications

To qualify, an applicant must be a high school graduate or equivalent. Completion of 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, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is preferred. Excellent professional references and computer abilities, including the ability to scan and submit documents electronically, are required.

Medical Requirements

The duties of probation officers and probation officer assistants require the investigation and management of alleged criminal offenders or 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 necessary for officers safety, , 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 of 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. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal print. Normal hearing ability, with or without hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

Prior to appointment, the selectee considered for this position will undergo 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, the incumbent will be subject to ongoing random drug screenings, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Maximum Entry Age

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over have previous law enforcement officer experience under 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 position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement. This is a hazardous duty position and as such you will be subject to mandatory separation based on age if you are occupying this position at age 57, and you have completed the necessary 20 years of service

Conditions of Employment

- Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests. [Citizenship-Requirements-Employment-Judiciary.pdf](#) [Learn More About Judiciary Policies](#). Applicants selected for interviews must travel at their own expense. The office does not pay relocation expenses.
- The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review upon request.
- In that officer and officer assistant positions are provisional appointments, candidates will undergo internal investigations conducted within the U.S. Probation Office.
- After the internal investigation is completed and approved by the Chief Judge, applicants will receive a written offer for provisional hire. Pursuant to Judicial Conference policy, all final applicants for officer and officer assistant positions will undergo a medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. Applicants will also undergo drug screening and will also be subject to random drug screening and updated background investigations every five years.
- After appointment, OPM background investigations will be conducted, and if the report reflects any negative nature, as to reflect continued employment as a U.S. Probation Officer Assistant would be ill advised, employment will be terminated.
- The position is subject to mandatory electronic direct deposit of salary payment.

Benefits

Judiciary employees serve under excepted appointment (not civil service). The Federal benefits package includes:

Generous Paid Time Off Program	11 Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Defined Contribution Plan (TSP) w/ Employer Match
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Parking/Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

How to Apply

Please submit a cover letter with detailed resume and three references, as well as, the completed application for Judicial Branch Federal Employment Form AO-78 (Click the link to download [Form AO-78](#)) to: moed_employment@moed.uscourts.gov, reference CPOA-0426.

All property submitted becomes the property of the U.S. Probation Office. The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Only applicants who are selected to be interviewed will be contacted.

The Probation Office provides reasonable accommodation for applicants with disabilities.

The Court is an Equal Employment Opportunity employer.