



United States Probation Officer Assistant

Vacancy Announcement #A26-36

Position Title: United States Probation Officer Assistant

Position Type: Full-Time, Permanent

Number of Positions: One or more

Location: Kansas City, Wichita, or Topeka, Kansas

*Salary Range: Full range is CPS CL 25/1 - 26/61, \$51,419 to \$92,110

Typical starting salary range is CL 25/1 - CL 25/24, \$51,419 to \$64,297

(Starting salary is commensurate with qualifications, experience, and based upon [Court Personnel System Guidelines](#). Target grade or advanced in-step placement may be available for exceptionally qualified candidates or current or former federal employees.)

This position has future promotion potential to its target grade, CL 26, as well as future consideration for the position of United States Probation Officer without further competition.

Open Date: October 19, 2026

Closing Date: November 2, 2026

POSITION OVERVIEW

The United States Probation and Pretrial Services Office for the District of Kansas is seeking a Probation Officer Assistant in our Kansas City, Wichita, or Topeka Divisional Office. This is a federal law enforcement position requiring an extensive background investigation, medical examination, and drug screening. The Probation Officer Assistant serves under the guidance and direction of a United States Probation Officer. The incumbent will provide technical support and assistance to probation officers in a wide range of areas, including completion of investigations, supervision of persons under supervision, writing reports, and other related duties.

REPRESENTATIVE DUTIES

- Under the guidance and direction of a United States Probation Officer, supervise a low risk and administrative caseload, requiring contact telephonically, in the office, and in the field with persons under supervision. Complete investigations of noncompliance with conditions of release and maintain case files, as well as detailed chronological records of activity.
- Assist officers with investigations to include compiling criminal histories, running record checks through local and national databases and conduct inquiries with collateral agencies.
- Draft and submit selected reports to the court and collateral agencies. Observe and inform the court of criminogenic risk factors associated with persons under supervision. Assist in the development of community resources to meet those risks and needs.
- Conduct collateral investigations and submit collateral reports, which may entail making telephone, office and/or field contacts.

- Collect and conduct urine tests on persons under supervision and maintain records associated with testing.
- Operate various criminal justice, law enforcement, and probation automated systems.
- Participate in ongoing training and development programs.
- Perform other related duties as assigned.

REQUIRED EXPERIENCE AND QUALIFICATIONS

Mandatory:

- 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 work of the position.
- At least one year of progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, or community corrections. Experience solely as a police officer, custodial or security officer is not creditable.
- Skill in communicating (verbal and written) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively with people of diverse backgrounds and professions. Ability to interview and establish rapport with persons under supervision and their families/support systems for purposes of supervision and investigation.
- Skill in conducting research related to varied legal issues related to sentencing and supervision. Skill in dealing with sometimes violent and/or difficult people. Skill in motivating persons under supervision to maintain compliance with conditions of release. Ability to compile and summarize information into report form within established time frames.
- Skill in the use of automated equipment, including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, enter urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.

Preferred:

Preference will be given to applicants who possess a master's degree or have completed course work toward a master's degree.

***COMPENSATION**

The Court Personnel System allows for default and discretionary within grade increases and grade promotions up to a position's target grade as well as a variety of employee recognition incentives. Additionally, federal employees may receive an annual cost of living increase, which increases the dollar figures within each pay grade. Employees typically receive at least two pay increases per year. The District of Kansas is firmly committed to the development and advancement of its officers. Typical pay progression, with acceptable performance and budget permitting, is that Probation Officer Assistants are at target grade and starting the full performance range after approximately three years as a P.O.A. That 2026-dollar figure is currently \$71,381 in the KC/Topeka locality and \$70,235 in the Wichita locality. Additionally, P.O.A.s may be noncompetitively promoted to U.S.P.O. Then, U.S.P.O.'s advancement opportunities are senior, supervisory, and executive positions, which are currently compensated as follows:

- U.S. Probation Officer, CL 27 – CL 28, currently \$59,732 to \$118,293

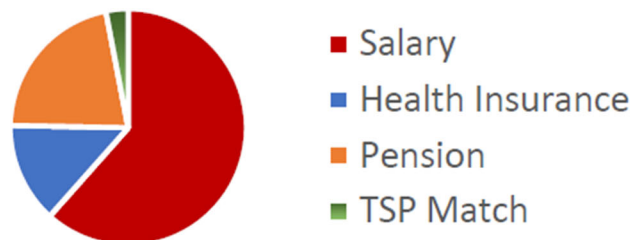
- Senior U.S. Probation Officer, CL 29, currently \$85,141 to \$140,638
- Supervising U.S. Probation Officer, CL 30, currently \$100,604 to \$166,203
- Assistant Deputy Chief U.S. Probation Officer, CL 31, currently \$118,334 to \$195,501
- Deputy Chief U.S. Probation Officer, JSP 16, currently \$173,513 to \$209,600
- Chief U.S. Probation Officer, JSP 17, currently \$199,275 to \$234,609

BENEFITS

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation annually after three years
3. 26 days paid vacation annually after 15 years
4. 13 days paid sick leave annually
5. 11 paid federal holidays
6. Participation in the Federal Employees Retirement System, which is a lifetime pension payable after as few as 20 years' service as a federal law enforcement officer
7. Participation in the Thrift Savings Plan (TSP) with 100% government match on up to 5% of compensation
8. Health, Dental, Vision, and Group Life Plans
9. Participation in the Flexible Benefits Program for Health and Dependent Care
10. Up to 12 weeks of Paid Parental Leave per year for eligible employees with qualifying event
11. Employee Recognition Program
12. Access to National Judiciary Training programs
13. Authorized remote work when available
14. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
15. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
16. Free parking
17. Free onsite fitness center

Illustration of a total compensation package of this position at target grade and starting full performance range (CL 26/25) in the higher KC/Topeka locality with family health coverage through BCBS and contributing 5% to TSP.

Salary	\$71,381.00
Health Insurance	\$20,228.00
Pension	\$25,031.00
TSP Match	\$3,569.05
Total Value:	\$120,209.05



APPLICATION PROCEDURE:

To apply for this position, applicants must submit the following application materials in a single Adobe PDF document via email to hr@ksd.uscourts.gov.

1. cover letter summarizing your educational and professional experience relevant to the position,
2. professional resume,
3. [Federal Judicial Branch Application for Employment](#) , and
(Form AO-78: separate forms available for PC and Mac users)
4. college transcript (unofficial)

Applicants selected for an interview may be asked to submit an original certified college transcript and copies of the two most recent job performance evaluations, if applicable.

* Current District of Kansas employees do not need to submit the AO 78 application form.

* You SHOULD respond to questions 19, 20, and 21 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

EVALUATION PROCESS:

Applicants will be evaluated initially against their experience and educational background to determine if they meet minimum qualifications. Eligible applicants will be screened and rated as to experience, education, and training. Applicants may be required to respond to written assignments and undergo testing during the selection process. At least two rounds of interviews may be conducted during the selection process, either virtually or in person, or a combination of both. Applicants will be asked to attend a virtual position orientation on November 9 at 6:00 p.m. First round interviews will be held in Topeka and are scheduled for November 10 and final interviews are scheduled for November 16.

Medical Requirements:

The duties of probation officers require the investigation and management of alleged criminal defendants or convicted persons who present physical danger to officers and to the public. In the supervision, treatment, and control of these persons, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, 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. The medical requirements for law enforcement officer and officer assistant positions are available for public review on the [USCourts.gov](https://uscourts.gov) website under [Officer and Officer Assistant Medical Requirements](#).

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, 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:

U. S. Probation/Pretrial Services Officers are covered under the law enforcement retirement provision that requires mandatory separation at age 57 with at least 20 years of service due to the physical requirements of the position. Therefore, first-time appointees must have not reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) 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.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid.

A high sensitive background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation, drug screen, and medical examination. Unsatisfactory results may result in termination of employment. Judicial employees are required to adhere to the court's [Code of Conduct](#), available for public review on the [USCourts.gov](https://uscourts.gov) website.

ADDITIONAL INFORMATION

The U.S. Probation Office reserves the right to modify or withdraw this job announcement without prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. Probation Office requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals selected for an interview. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

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