



UNITED STATES PROBATION AND PRETRIAL SERVICES District of New Hampshire

John P. Bendzunas, Chief U.S. Probation & Pretrial Services Officer

CAREER OPPORTUNITY

55 Pleasant Street
Concord, NH 03301

www.nhp.uscourts.gov



The U.S. Probation and Pretrial Services District of New Hampshire's primary office is in Concord, NH, with a satellite office in Manchester, NH. We proudly serve the 1.4 million citizens of the Granite State.

Empowering Change
Improving Lives
Protecting Communities

U.S. PROBATION OFFICER VACANCY #26-03

Duty Station:	Concord, NH	Posted:	September 18, 2026
Status:	Full-Time Permanent	Reports To:	Supervisory U.S. Probation & Pretrial Officer
Classification:	CL 25/01 - CL 28/61		
Salary Range*	\$58,236- \$131,826	Transfers Open:	Yes

**Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.*

Closing Date: Open Until Filled
Preference to those who apply by October 9, 2026

POSITION OVERVIEW

The U.S. Probation and Pretrial Services Office for the District of New Hampshire, has an opening for a U.S. Probation Officer. The U.S. District Court of New Hampshire currently has five U.S. District Judges and two U.S. Magistrate Judges.

We believe leadership is a shared responsibility of all team members and expect staff at all levels of the organization to lead from where they stand. We promote professional development and encourage creativity and ingenuity in problem solving.

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice, promote community safety, gather information, supervise individuals in the community, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court.

Judiciary employees are entitled to standard federal benefits such as paid vacation and sick time, health/dental/vision insurance, life insurance, long term care, flexible benefits (health care/dependent care) and a retirement program that includes a tax-deferred retirement savings plan ([Thrift Savings Plan](#)) and pension.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The successful candidate(s) will be required to participate in a 6 week Probation training program at the [Federal Probation and Pretrial Academy](#) in Charleston, South Carolina.

U.S. Probation and Pretrial Services 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.

U.S. Probation and Pretrial District of New Hampshire is an Equal Opportunity Employer.

HOW TO APPLY

Applicants must submit all documents listed below in ONE PDF FILE to

apply@nhp.uscourts.gov

Subject of Email: VA 26-03

1. Letter of Interest
 - Your skills and experience, with an explanation of how those skills and experience may contribute to the organization.
 - How your overall experience and preparation relates to the stated duties and responsibilities.
2. Resume
3. Professional References
4. AO 78 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 for Federal Judicial Branch Employment MUST be answered.*

Application packets may also be submitted via fax at 603-369-5319 or mailed to
U.S. Probation & Pretrial Services Office
Attn: Human Resources
Vacancy #26-03
55 Pleasant Street, Rm. 211
Concord, NH 03301

POSITION DESCRIPTION

Assignment of position could either be in the Investigations or Supervision Unit, or blended responsibilities, depending on the candidate's qualifications and the office needs.

Investigations Unit – U.S. Probation Officers have investigative responsibilities in assisting the court during the bail and sentencing phases. The probation officer conducts an independent and impartial investigation of defendants and makes recommendations to the judge. To conduct the investigations, officers must have strong writing, investigatory, and analytical skills.

Supervision Unit – U.S. Probation Officers work with individuals under supervision charged (pretrial supervision) and convicted (post-conviction supervision) of federal violations. Individuals assigned to community supervision are expected to abide by certain conditions. The goal of supervision is the successful completion of the term of supervision, which means that the person under supervision commits no new crimes, meets court-imposed responsibilities, and prepares for continued success by developing new skills and self-management abilities. Supervision requires collaboration with treatment providers and community organizations to create successful outcomes. Violations are investigated and reported to the appropriate authorities with recommendations for appropriate alternatives and sanctions.

[Learn More About The Duties of a U.S. Probation and Pretrial Officer](#)

MINIMUM QUALIFICATIONS

Completion of a bachelor's degree from an accredited college or university in a field of academic study that provides evidence of the capacity to understand and apply legal requirements and human relations skills involved in the position. Degrees in areas such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, typically meet this qualification.

In addition, the successful applicant(s) must possess at least one year of 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 custodial or security officers, other than any criminal investigative experience, is not creditable.

The academic achievements listed below may be substituted for the one year of progressively responsible experience qualification

- Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree
- Completion of one academic year (30 semester hours or 45 quarter hours) of graduate work in a field of study closely related to the position
- Completion of bachelor's degree from an accredited college or university with one of the following achievements
 - Standing in the upper third of the class
 - A "B+" (3.5) or better grade point average of a possible 4.0 within the major field of study, such as business or public administration, human resources management, industrial relations, or psychology
 - Election to a membership in one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Employees are required to use direct deposit for payroll.
- 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.

[Learn More About
Judiciary Policies](#)

The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.

COURT PREFERRED SKILLS

- Ability to exercise discretion and sound judgment, maintain confidentiality and foster high ethical standards
- Strong written and oral communication skills
- Accept and embrace a culture of professional feedback and coaching
- Desire to work in a team-based culture while completing some tasks independently without daily supervision
- Able to work under pressure with short deadlines while maintaining a positive and professional demeanor
- Belief that individuals under supervision can change their thinking and behavior
- Belief that officers have the responsibility to develop a collaborative relationship that assists individuals under supervision building skills to change thinking/behavior, while also monitoring/protecting the community
- Capability to conduct effective interviews with individuals under supervision and write professional reports for use by the court
- Embrace lifelong learning and the pursuit of evidence-based practices

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 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 experience subtracted from their age to determine whether they meet the maximum age requirement.

EMPLOYMENT SUITABILITY

Applicants must be physically capable, have good vision and normal hearing ability. Prior to employment, a candidate considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, a candidate may then be appointed provisionally, pending a favorable suitability determination by the court.

Selected candidate must successfully complete a background investigation with law enforcement agencies including FBI fingerprint, criminal, financial and employment records check.

In addition, as conditions of employment, officers are subject to 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.

[Learn More About Employment Suitability](#)

JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Flexible Work Schedule
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan - 401(k) and Roth styled program with up to 5% match
- Fitness Center

[Learn More
About Benefits](#)

SELECTION PROCESS

Due to the volume of applications received, only applicants who are selected for interview will receive a written response regarding their application status. The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

Top scoring applicants will move forward in the recruitment process and be invited in for one or more personal interviews.