



UNITED STATES DISTRICT COURT

DISTRICT OF COLUMBIA PROBATION OFFICE

MALINDA ANDERSEN • CHIEF UNITED STATES PROBATION OFFICER
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JOB OPPORTUNITY

Announcement Number: 26-DC-13

Position Title: Probation Services Assistant (Clerical)

Grade/Salary Range: CL-24 (\$51,146 - \$83,131)
(Depending upon qualifications and experience)

Position Information: Full-time/Excepted Service/Temporary
(More than one position may be available)

Budget permitting, the selected candidate(s) will serve for more than one year and one day. The Chief Probation Officer will evaluate the needs of the organization throughout the year to determine if the position will be extended, made permanent, or terminated.

Position Location: Washington, DC

Area of Consideration: Open to all qualified sources.

Open Date: August 3, 2026

Closing Date: Open Until Filled

How to Apply: To be considered for this “at will” position, applicants are required to submit the following:

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov) (Note: Page 5 of the AO-78 must be completed and signed.)
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete, typed, and signed cover letter and AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. **Only applicants selected for an interview will be contacted and must travel at their own expense.** One application per candidate will be accepted for this announcement.

Applications may be mailed/hand-delivered to:

United States Probation Office
Attn: Human Resources
333 Constitution Avenue, NW, Suite 2214
Washington, DC 20001-2866
Reference Announcement: 26-DC-13

or e-mailed to: jobs@dcp.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For additional opportunities and information, please see our website: <https://www.dcp.uscourts.gov/career-opportunities>.

JOB SUMMARY:

This position is located in the United States Probation Office of the United States District Court for the District of Columbia. The incumbent works under the direct supervision of a Supervisory Probation Officer while supporting United States Probation Officers. This position is a technical, administrative position.

DUTIES AND RESPONSIBILITIES:

- Assist Probation Officers from either the presentence and/or supervision unit, and is responsible for organizing, preparing and maintaining case files in accordance with established case management procedures.
- Serve as a back-up to the Receptionist/Intake Clerk.
- Enter case file and statistical data into the Probation and Pretrial Services Automated Case Management Tracking System (PACTS) database and ensure accuracy of data.
- Scan and upload of pertinent case documents into PACTS.
- Enter case information into PACTS and perform data quality checks on the contents of the electronic case file and system data.
- Prepare and open case files and mail out collateral requests at officer's direction.
- Maintain confidentiality of offender records.
- Ensure timely and accurate preparation of routine forms and records.
- Prepare draft presentence reports, petitions, and orders at the direction of the Probation Officer and/or Supervisory Probation Officer.
- Enter investigation assignments in PACTS to officers and/or supervisors.
- Maintain office court calendar, including monitoring of the court notice e-mail box and updating PACTS accordingly.
- Update PACTS and make chronological entries for changes of address.
- Obtain information on an offender's supervision compliance in such areas as fine payments, treatment program attendance and payment of restitution, as directed by officers.
- Monitor the office duty box and process according to office procedures.
- Provide administrative assistance to managers and/or supervisors in addition to supporting probation officers. Incumbent should provide support to at least one senior team program or office project.

- Assist the Deputy Chief in the preparation of specialized reports, including CSOSA Document and Protect Act Reports.
- Timely submit sentencing documents to the U.S. Sentencing Commission and Bureau of Prisons via electronic system interface.
- Process Voluntary Surrender Orders and notify offenders of Bureau of Prisons designation.
- Seek and participate in training for professional growth and obtain a minimum of 40 hours of relevant training each year. Participate in professional development and staff training programs.
- Other duties as assigned.

JOB REQUIREMENTS:

- Knowledge of office procedures, practices, processes and mission.
- Broad knowledge of proper grammar usage and the ability to edit efficiently.
- Ability to organize work and meet recurring deadlines and maintaining tracking systems related to cases.
- Ability to give and receive accurate and timely information from individuals within and outside of the court.
- Skills in the use of personal computers and software applications to prepare reports and correspondence.
- Ability to adjust to changing technology.

JOB QUALIFICATION STANDARDS:

Required Education: The successful candidate must possess a bachelor's degree from an accredited four-year college or university.

Specialized Experience: One year of progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Preferred Experience: Knowledge of the criminal justice system, community corrections and/or experience working in a judicial or law enforcement environment.

EMPLOYEE BENEFITS: Full-time employees of the United States Probation Office for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the

Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$340 per month), Long-Term Care Insurance, and Professional Liability Insurance

- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about federal court benefits, please go to:
www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT:

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States Probation Office for the District of Columbia are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

A successful background check is required for employment in this position. The Probation Office will complete an investigation of criminal records, motor vehicle records, credit reports, and employment checks.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.