

Probation Administrative Assistant

Starting Salary: \$45,117 - \$55,932 (CL-24, Step 1-25), Depending on qualifications and experience

Vacancy Announcement #26-02; Type of Appointment: Full Time

Opening Date: February 9, 2026; Closing date: March 9, 2026, or until filled

Area of Consideration: All qualified candidates within commuting distance; Location of Position: Indianapolis

NOTE: If a subsequent vacancy of the same position becomes available within a reasonable time, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool without reposting the position.

The U.S. Probation Office for the Southern District of Indiana is accepting applications for the position of Probation Administrative Assistant to provide specialized administrative support and services to the probation office in a wide range of areas. More than one position may be filled from this announcement.

THE OFFICE: A part of the United States District Court, the United States Probation Office for the Southern District of Indiana assists the Court in both probation and pretrial functions through investigating and supervising individuals charged with or convicted of federal crimes. The Probation Office provides coverage for 60 counties in Southern Indiana. In addition to the headquarters office in Indianapolis, divisional offices are located in Bloomington, Evansville, New Albany, and Terre Haute. One satellite office is also located in Indianapolis.

SALARY AND BENEFIT INFORMATION: The United States Probation Office is part of the Judicial Branch of the Federal government and operates as an independent excepted service agency. Although not part of the civil service, staff of the Judicial Branch are eligible for civil service health, life, and retirement benefits.

THE POSITION: Responsibilities include, but are not limited to:

- Independently, or with minimal direction, formats, edits, and finalizes reports and correspondence. This may include, but is not limited to, documents such as presentence investigation reports, supervision case plans and reviews, and memoranda or reports to the court.
- Electronically files and docket presentence reports and, as necessary, other court correspondence.
- Prepares Judgment and Commitment Orders (J&C), Statement of Reasons (SOR) and Restitution Form (if applicable) for Court signature and recording.
- Prepares and transmits documentation after disposition to outside agencies including the U.S. Sentencing Commission and Bureau of Prisons.
- Receives and transfers case files from other districts. Oversees status of pending transfers of jurisdiction, following up as necessary and recording new docket numbers in caseload tracking system.
- Opens, closes, and updates information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research information from case records and enters into system as appropriate. Screens forms completed by officers and officer assistants and requests corrections as needed. Retrieves information from databases and generates periodic reports.
- Occasionally maintains court and pretrial calendars.
- Provides general administrative support as needed by performing any or all the following tasks: Reception coverage; send and receive faxes and electronic mail messages; receive and distribute mail; update administrative and clerical procedures and assist with training as necessary; provide back-up assistance to the Data Quality Analyst.
- Perform other duties as may be assigned.

REQUIRED EDUCATION/EXPERIENCE: To qualify, an applicant must be a high school graduate or equivalent and have at least one year of specialized experience equivalent to CL-23 in a related field. Specialized experience includes progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated 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.

STRONGLY PREFERRED QUALIFICATIONS: At least two years of specialized experience. Excellent computer knowledge with experience in the Windows operating environment, word processing, and database applications, and the ability to type a high volume of material accurately. Ability to communicate orally and in writing with a diverse range of individuals. Ability to organize, oversee, and complete multiple projects simultaneously and with limited supervision. Detail oriented with strong organizational skills. Dependable with a commitment to regular attendance and the ability to work beyond traditional office hours. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the office's vision, mission, and goals.

BACKGROUND INVESTIGATION: A background investigation with law enforcement agencies, including fingerprint and criminal records checks, will be conducted. The selected applicant(s) will be hired provisionally pending successful completion of the background. The incumbent may be subject to periodic reinvestigation.

APPLICATION PROCEDURE: Interested applicants should submit a cover letter, completed application and resume by e-mail (in PDF format) to: HRSubmit@insp.uscourts.gov. The subject line for e-mail submissions should have the applicant's name and Probation Administrative Assistant (#26-02).

The cover letter should address your experience relative to the position of Probation Administrative Assistant, why you would like to serve in this capacity with the U.S. Probation Office, and how your selection would benefit the district. Applications may be obtained from: <http://www.insp.uscourts.gov/career-opportunities>. Applications that are incomplete or do not conform to the above instructions will not be considered. To ensure consideration, completed application materials must be received by close of business Monday, March 9, 2026.

INFORMATION FOR APPLICANTS: Applicants must be United States citizens or eligible to work in the United States. Submission of false or fraudulent information on or attached to an application may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification. Applications and enclosures will not be returned. The most suitable applicants will be invited to participate in an interview and test at their own expense. Travel and relocation expenses will not be paid. Due to the volume of applications received, the Probation Office may only be able to communicate with those individuals who will be tested or interviewed. The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

This office provides reasonable accommodation for applicants with disabilities. If you need reasonable accommodation for any part of the application and interview process, please notify the local human resources representative. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Employees of the U.S. Probation Office are Excepted Service and are required to adhere to a Code of Conduct which will be made available for review by applicants upon request. Employment with the U.S. Probation Office is at will. This position is subject to mandatory electronic deposit of salary payment.

The Southern District of Indiana is an Equal Opportunity Employer