

# Administrative Technician

Starting Salary: \$54,341 - \$88,297 (CL 26), Depending on qualifications and experience

Vacancy Announcement #25-12; Type of Appointment: Full Time

Date opened: November 3, 2025; Closing date: December 1, 2025

Area of Consideration: All qualified candidates; Location of Position: Indianapolis

The U.S. Probation Office for the Southern District of Indiana is accepting applications for the position of Administrative Technician. The Administrative Technician provides training, support, and guidance to Probation Office staff on all official government travel services, employee travel, and fleet maintenance. Additionally, the incumbent will provide administrative and technical assistance by maintaining and providing training records, assisting with the preparation of training materials and resources, and arranging training logistics, while ensuring that training complies with the appropriate guidelines, policies, and approved internal controls. The Administrative Technician will report to the Administrative Supervisor.

**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 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:

## Travel

- Working closely with the Administrative Office (AO), interpret and explain judiciary travel and financial regulations and procedures to employees. Research and prepare responses to inquiries from employees and management on the interpretation and application of travel and financial policies, regulations, and procedures.
- Assist employees and supervisors with the preparation of travel authorizations and vouchers, providing instruction and responding to questions about procedures and other requirements associated with official duty travel.
- Assure that allowable expenses are included on travel authorizations and that fiscal information estimates, account classifications, etc., are correct.
- Maintain a travel authorization tracking system to ensure that travel claims are submitted within the required time frame for reimbursement and/or payment.
- Receive, review, and process travel vouchers, responding to questions, problems, insufficiencies with voucher submissions, and the status of voucher payments. Check figures, postings, and documents for correct entry, mathematical accuracy, proper codes and appropriateness.
- Ensure that appropriate internal controls and separation of duties for disbursement, transfer, recording, and reporting of monies are followed. Respond to all travel related audit inquiries and requests for information and documentation.

## Fleet

- Maintain oversight and responsibility for GSA fleet vehicles leased to the Probation Office, acting as a liaison between the Probation Office and GSA.
- Communicate fleet-related information to drivers, ensuring performance, reporting, and documentation of all vehicle maintenance and repairs in accordance with GSA requirements.
- Confirm accuracy of monthly lease invoices. Obligate, process, and record fleet-related expenditures, and coordinate acquisition of new vehicles to replace older models nearing end of life.

## **Training**

- Act as Chair of in-district Training Committee, communicating training-related information to staff and working effectively with various Court employees when coordinating training-related events.
- Consult with the Federal Judicial Center (FJC), the Administrative Office (AO), external trainers, and select Probation staff on training policies, offerings, and resources.
- Advise and make recommendations to management and/or Chief Probation Officer on relevant training.
- Act as planner, organizer and facilitator of "all staff" training events, arranging logistical support (i.e. meeting space, equipment, visual aids, and handouts), and recording/reporting attendance.

Perform other related duties as assigned.

**REQUIRED EDUCATION/EXPERIENCE:** To qualify, an applicant must have a high school diploma or equivalent as well as two years of specialized experience. Specialized experience is defined as progressively responsible experience in an administrative role that provided the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment.

The successful applicant will have excellent computer knowledge with experience in Microsoft Excel and the Windows operating environment, including word processing. The incumbent will also have excellent verbal and written communication skills, the ability to communicate effectively with a variety of people, excellent organization and time management skills, and the ability to successfully manage multiple competing priorities while processing a high volume of work with attention to detail and a high level of accuracy. Additionally, experience which reflects the ability to work well under pressure and deal with change, the ability to perform detail-oriented work with limited supervision, and excellent spelling, grammar, and proofreading skills are required.

**STRONGLY PREFERRED QUALIFICATIONS:** Bachelor's Degree or certification in a related field. Demonstrated use of data to problem solve and identify trends. Strong attention to detail. Ability to demonstrate sound ethics and judgment and maintain court confidentiality requirements. Ability to acquire the knowledge and skills needed to perform the duties of the position pursuant to national and local policies, procedures, guidelines, and processes. Skill and ability to input, extract, analyze, and reconcile information/data from databases, reports, and paperwork for the purpose of reconciliation and problem solving.

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

**APPLICATION PROCEDURE:** Interested applicants should submit a cover letter, completed application (AO-78) and a resume by e-mail in PDF format to [HRSubmit@insp.uscourts.gov](mailto:HRSubmit@insp.uscourts.gov). The subject line for e-mail submissions should have the applicant's name and Administrative Technician (#25-12).

The cover letter should address your experience relative to the position of Administrative Technician, why you would like to serve in this capacity in the Southern District of Indiana, and how your selection would benefit the district.

Applications may be obtained from: <http://www.insp.uscourts.gov/career-opportunities>. Applications that are incomplete, faxed, 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 December 1, 2025.

**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 testing 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 accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations 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 and is subject to termination by the appointing authority. This position is subject to mandatory electronic deposit of salary payment.

**The Southern District of Indiana is an Equal Opportunity Employer**