



## Notice of Vacancy

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<b>Position Title:</b>	Probation Services Technician Full-time/Regular, Excepted Service
<b>Announcement No.:</b>	2026-06
<b>Location:</b>	Charlottesville, Virginia
<b>Opening Date:</b>	March 26, 2026
<b>Closing Date:</b>	Open till filled Submissions received by April 9, 2026, will receive first consideration.
<b>Salary Range:</b>	\$40,346 - \$65,631 (CL23) Starting grade and salary commensurate with qualifications and experience.

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The U.S. Probation Office for the Western District of Virginia, a combined district for probation and pretrial services, is currently accepting applications for the position of Probation Services Technician. The Probation Office currently consists of 47 employees who support 10 judicial officers and staff located in six divisional offices (Abingdon, Charlottesville, Danville, Harrisonburg, Lynchburg and Roanoke). This position is located in the Charlottesville divisional office. Travel including overnight, within and outside the district, is required.

### REPRESENTATIVE DUTIES

Under direction and guidance of a supervisor, the Probation Services Technician is responsible for providing office support and assistance for the administrative functions of the office and for Probation Officers.

- Prepares petitions, orders, and papers essential to probation and pretrial services. Compiling information for investigations, formatting, typing, and editing presentence and pretrial reports, including violation reports and preliminary interview reports for the court, developed by officers, often under pressure of short deadlines. Prepares letters, memoranda, appointment notices, and composes routine correspondence for officers.
  - Provides assistance with the administrative functions of the office by greeting visitors, receiving incoming calls, answering routine inquiries, maintaining officers' calendars, and taking minutes of staff meetings.
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- Records chronological entries in case files and enters case files and statistical data into automated databases.
  - Prepares and organizes case files at the direction of Probation Officers and in accordance with established office policies and procedures. Receives and transfers case files from and to other districts. Prepares and maintains investigative files, entering data into case tracking system.
  - Electronically submits appropriate documents to the Bureau of Prisons and Sentencing Commission.
  - Conducts criminal record checks through local or national law enforcement systems.
  - Accepts monthly reports in the absence of the officer at his/her direction and reviews reports for completeness. Provides list of delinquent reports to officers and transmits letters to clients concerning delinquent reports.
  - Advises offenders/defendants reporting from prison or from court on officer assignment and procedures.
  - Assists Probation Officers in conducting limited scope criminal history database inquiries and compile limited scope criminal history/profiles. Submit collateral record inquiries and assist in record collection as needed.
  - Receives and routes incoming and outgoing mail and materials.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

A high school diploma or equivalent and two (2) years general experience is required. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience.

The successful candidate should also possess knowledge of office practices and word processing and database software as well as skill in using standard office equipment (copiers, scanners, etc.), keyboarding, and typing. Knowledge of court and probation/pretrial operations procedures or prior clerical/administrative experience in the field is preferred.

The ideal candidate is self-directed, highly organized professional who is responsible and tactful; demonstrates initiative and the ability to consistently exercise good judgment; understands the importance of and is able to maintain confidentiality; is able to communicate effectively and tactfully with people of diverse backgrounds, both orally and in writing; demonstrates a command of the rules of grammar, spelling and punctuation; and maintains a professional demeanor and appearance at all times.

## **BENEFITS**

For federal benefits information, visit: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx> .

## **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

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## HOW TO APPLY

Qualified candidates must submit: 1) a letter of interest; 2) a detailed resume; 3) contact information for three professional references, and 4) the [Judicial Application for Employment – Form AO78](#). Application packets should be submitted as a **single PDF** via email to [Careers@vawd.uscourts.gov](mailto:Careers@vawd.uscourts.gov) and reference **Probation Services Technician #2026-06** in the subject line. Only complete application submissions will be considered. Application packets must be received by 5:00 p.m. EST on April 9, 2026.

Due to the anticipated high volume of applications expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

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.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The United States District Court is an Equal Opportunity Employer.

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