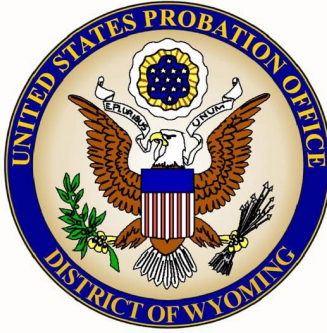




**United States District Court
District of Wyoming**

Probation and Pretrial Services

**VACANCY ANNOUNCEMENT
2026-05**

POSITION TITLE:	Probation Services Administrative Assistant
SALARY RANGE:	CL 24 (\$44,701 to \$72,654) *Starting salary is commensurate with qualifications and based upon Court Personnel System (CPS) guidelines
APPOINTMENT TYPE:	Full-time, Excepted Service
DUTY STATION:	Casper, Wyoming
OPENING DATE:	August 15, 2026
CLOSING DATE:	Open until filled Submissions received by September 14, 2026, will receive first consideration

INTRODUCTION:

The Probation Services Administrative Assistant provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties, as assigned. Other duties include data quality management, property management, and ordering supplies.

REPRESENTATIVE DUTIES:

- Conduct case file reviews and advise officers and officer assistants of matters needing their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist officers in responding to collateral requests for information. Assemble and process information to the Sentencing Commission. Keep various logs and records up to date.
- Format, type, edit, and finalize reports and correspondence from rough drafts using word processing equipment. 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.
- Complete various standard forms for submission to the court and legal counsel using information provided by officers, including petitions, orders to the court, and similar documents. Operate the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtain fingerprint and credit checks, verifications of employment and education, and send FBI flash notices.
- Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research information from case records and enter into system as

appropriate. Screen forms completed by officers and officer assistants and request corrections as needed. Retrieve information from databases and generate periodic reports.

- Participate in problem solving at staff meetings with other support staff, officers, and officer assistants. Make constructive suggestions for improvement in work processes to better achieve goals and objectives. Periodically act as administrative and clerical facilitator to distribute/redistribute work and optimize office support operations, as required.
- Provide general clerical office support by performing any or all of the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and electronic mail messages; process travel and expense reimbursement documents; receive and distribute mail; provide reception assistance; order and store office supplies; assist officers and officer assistants with word processing or other computer matters.

REQUIRED COMPETENCIES (Knowledge, Skills, and Abilities):

- Knowledge of the roles and functions of the federal probation office. Knowledge of the practices and procedures used in probation and court processes, including knowledge of the administrative requirements to support these activities. Knowledge of the criminal justice system as it relates to federal probation policies and procedures.
- Knowledge of standardized forms and documents used in both the presentence investigation and supervision disciplines. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities. Knowledge of legal terminology. Ability to follow safety procedures. Ability to compile information (such as background checks and criminal histories) within established time frames. Ability to identify and resolve problems and refer unusual or complex issues to office manager or probation officers.
- Ability to organize and prioritize work. Ability to work under pressure of short deadlines and handle multiple tasks. Ability to follow detailed instructions accurately. Ability to work under pressure of short deadlines. Ability to follow detailed instructions accurately.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders. Ability to establish rapport with contacts at collateral agencies for the purpose of collecting information regarding offenders.
- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to use computer software and database systems to perform record checks, compile criminal history information, and perform similar activities.

QUALIFICATIONS:

To qualify a person must be a high school graduate or equivalent and must have one year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate 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 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.

PREFERRED QUALIFICATIONS (Court Preferred Skills):

A successful candidate should be highly organized and possess good judgment, initiative, and maintain a professional appearance and demeanor. Time management skills, accuracy and attention to detail are exceptionally important. Must be able to balance the demands of varying workload responsibilities and deadlines.

Completion of an associate degree and/or experience in a legal office or human services organization is preferred.

BENEFITS:

Although Federal Government Civil Service classifications/regulations do not apply, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System (FERS), a three-tier system which includes the Social Security Retirement Program, a basic pension benefit and the Thrift Savings Plan (similar to a 401k plan with employer matching contributions), as well as Federal Employees' Health, Dental and Vision Benefits, Federal Employees' Group Life Insurance and Long-Term Care Programs, Flexible Benefits Program, paid holidays, and annual/sick leave accrual. See the United States Courts website for an overview of Federal Judiciary benefits.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Court employees are required to adhere to the Code of Conduct for Federal Judicial Employees. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

APPLICATION PROCESS:

To be considered for this position, applicants are required to provide the following:

- Letter of interest, outlining experience as it relates to this position
- Current resume
- [Application for Judicial Branch Employment - Form AO-78](#)
 - **Due to the requirements of this position, questions 19, 20, and 21(Optional Background Information) must be completed**
- College transcript(s) (if applicable, an unofficial copy is acceptable)
- Copies of your two most recent performance evaluations (if not available, include an explanation in your letter of interest)
- If you have military experience, a copy of your DD214 military discharge must be provided, including the type and date of discharge.

Submit the above documents in the format below:

1. Combine all documents in one PDF in the above order;
2. Save the single document by your name (Last Name, First Name);
3. On the subject line of the email, enter the announcement number and position title
4. Ensure your application is complete; and
5. Email the complete packet to hr@wyp.uscourts.gov one time.

Applicants who do not follow instructions may not be considered.

Due to the volume of applicants, we will only communicate with those individuals who are selected for further testing/interview and only applicants who are interviewed will receive a response regarding their application status.

The U.S. Probation Office is an Equal Opportunity Employer.