



UNITED STATES PROBATION OFFICE

Eastern District of Texas

Administrative Support I

Vacancy Announcement 25-8

Posting Date:	April 23, 2025
Closing Date:	Open until filled with preference given to applications received by May 7 th , 2025
Type:	Permanent Full-time

Salary:	CL 23 (\$43,440- \$78,200)
Location:	Plano, Texas
Entrance on Duty:	TBD

INTRODUCTION: The United States Probation Office for the Eastern District of Texas has an immediate opening for a full-time Administrative Support I position in the Plano office located at, 500 N. Central Expressway, Plano, TX 75074. The incumbent is hired by the Chief Probation Officer and works directly for the U.S. Probation Office. This position offers promotion potential up to CL-24 without further competition. More than one position may be filled from this vacancy announcement.

REPRESENTATIVE DUTIES: These positions include those “mixed duties” or hybrid jobs that provide a variety of administrative and technical assistance to ensure the smooth and efficient management of the office. The function of an Administrative Support I position is to provide specialized technical and administrative support to probation/pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a probation/pretrial services officer. Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork; contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations; and obtain related records regarding defendants/persons under supervision, following established practices and protocols. Administrative support positions at this level of function perform lower-level administrative support duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, assembling reports, and greeting visitors/clients.

REQUIRED EDUCATION/WORK EXPERIENCE: Must be a high school graduate or equivalent with at least two years 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. For placement at a salary level above minimum, must have at least one year of specialized experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

QUALIFICATIONS/JOB RELATED SKILLS: Computer literacy required and a working knowledge of Microsoft Office and Windows. Must possess a good knowledge of spelling, punctuation, and grammatical usage; the ability to compose moderately complex letters without dictation; the ability to meet the public and act as a receptionist; and the ability to maintain confidentiality.

EMPLOYEE BENEFITS: The United States Probation Office offers an excellent work environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), life insurance, annual and sick leave, a Long-Term Care plan, periodic salary increase, and the Thrift Savings Program (retirement savings plan) with matching funds. Benefits also include from 13 to 26 vacation days, 11 paid holidays per year and 13 days of sick leave annually which may be used for care of sick family members.

INFORMATION FOR APPLICANTS: The United States Probation Office is part of the Judicial Branch of the United States Government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay. The selected candidate will be subject to a background check as a condition of employment.

PROCEDURES FOR APPLYING: Please provide only the documents requested below in a single PDF file. Please name the file with your last name and the vacancy announcement number, for example: (Smith 25-8). **No hand-written applications will be accepted.**

1. Cover letter that includes a brief narrative describing why you are a suitable candidate for the position .
2. Resume
3. A complete [AO 78 - Application for Judicial Branch Federal Employment |](#) .
4. Five **professional** references.
5. If applicable, a copy of your college transcript(s) with the qualifying degree(s) and the date(s) awarded clearly highlighted or circled on the document.

To apply, submit all the above documents as one PDF and email to TXEP-HR@txep.uscourts.gov . Preference will be given to applications submitted by 5:00PM Wednesday May 7th, 2025. Only applicants selected for testing will be contacted by email. Interviews will be held in Plano, TX.

U.S. Probation reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

THE COURT IS NOT AUTHORIZED TO REIMBURSE A CANDIDATE FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.

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

