

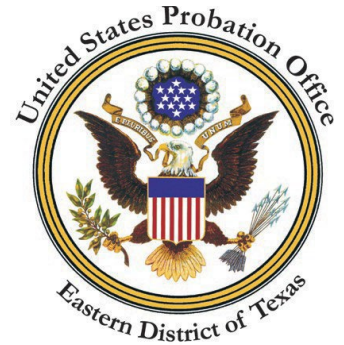
UNITED STATES PROBATION OFFICE

Eastern District of Texas

Budget Analyst

Vacancy Announcement #25-14

External/Internal



Posting Date:	August 19, 2025	Salary:	CL 27 \$59,133 - \$104,525
Closing Date:	September 5, 2025	Location:	Any Division within ED/TX
Type:	Permanent Full-Time	Entrance on Duty:	TBD

Introduction

The United States Probation Office for the Eastern District of Texas has an immediate opening for a full-time Budget Analyst in any division within the Eastern District of Texas (Beaumont, Lufkin, Plano, Sherman, Texarkana or Tyler). 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-28 without further competition. The Budget Analyst assists in the formulation of the annual budget and associated spending plan and assists with policy development regarding budgetary matters.

Representative Duties

- Assists with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations and budgetary execution in the probation office. Reviews and updates the Financial Management Plan/Internal Control Manual accordingly.
- Manage and oversee day-to-day operations of fiscal accounting functions. Provide budget forecasting reports to the unit executive on a monthly basis in order to track spending priorities.
- Assists in the development of an annual spending plan, monitors budget execution, and recommends appropriate action when necessary. Prepares justification(s) for supplemental request of additional allotments.
- Executes approved budget plans. Reviews spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensures allotment levels are not exceeded, and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction.
- Reviews vouchers related to various expenses incurred by unit members for correctness of payment. Applies the first level of approval on all payments with the implementation of Certifying Officer Legislation.
- Verify allotments or any adjustments to allotments into JIFMS. Enters reprogramming transactions to move funds from one BOC to another within a fund or from one fund to another.
- Maintains oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.
- Prepares the Status of Funds reports monthly for review by the unit executive and submits to the Administrative Office as required.
- Responsible for tracking and updating the Probation and Pretrial Services Office's personnel projection system (IPPS/JPPS). Reconciles payroll reports from the AO to IPPS/JPPS. Develops hiring scenarios to assist in determining the cost of personnel actions on the budget. Verifies personnel cost reports and InfoWeb transactions.
- Responsible for the data quality of JIFMS, including disbursing updates to users of JIFMS, maintenance of security forms and administrative files in JIFMS. Manages conversions and migrations of updated

versions of JIFMS.

- Assists in conducting and documenting cyclical internal audits of procurement, finance, budget, and time and attendance. Identifies potential weaknesses and recommends improvements.
- Apply knowledge of specialized areas of accounting to perform systematic examinations of complex financial transactions.
- Performs other duties, as required.

Work Environment/Physical Demands

Work is performed in an office setting and may require travel to other offices or off-site locations.

Required Education/Work Experience/Skills

- A bachelor's degree from an accredited four-year college or university, preferably in accounting, finance, business, or related field
- Consistent, high quality past job performance demonstrating sound ethics and judgement.
- An attendance record that indicates reliability and commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.)
- Excellent organizational skills.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the bar, the public, and colleagues.
- Proficient in the use of Microsoft Excel and Word, conducting internet searches, the use of computer file structure and other computer applications. Proficient in developing spreadsheets and the ability to research system issues from a user perspective.
- General knowledge of the functions and procedures of the court unit.
- Knowledge of accounting procedures, reports and automated equipment.
- Ability to understand relationships among accounts, reconcile accounts, recognize errors and their probable causes and the impact of proposed actions and/or recommend alternatives.
- Knowledge of internal controls.
- Skill and accuracy in working with numerical transactions.

Preferred Education/Work Experience/Skills

Prior financial, budget, or procurement experience in a federal court and working knowledge of JIFMS and IPPS/JPPS is highly desired.

Qualifications

To qualify for the CL27 a minimum of one-year specialized experience equivalent to work at a CL-26 level is required. **Specialized experience** is defined as: progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles, of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets or databases.

Education **may not** be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

Employee Benefits

The Federal Judiciary offers generous federal employee benefits which includes:

- 13 to 26 paid vacations days, 11 paid holidays, and 13 days of sick leave annually. Paid parental leave after 12 months.
- Optional participation in Federal Employees Health Benefits plan (health, dental, and vision); Federal Employees Group Life Insurance; Flexible Benefits Program (pre-tax contributions for health care and dependent care expenses).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the terms of the [PSFL](#) program.

For more benefit information visit [Judiciary Benefits](#).

Additional Information

The United States Probation Office is part of the Judicial Branch of the United States Government. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory Electronic Funds Transfer for payroll deposit. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination on the initial investigation. Employees are subject to updated background investigations every five years. An unfavorable investigation at any point during employment may lead to removal.

An applicant must be a U.S. Citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. 1324(a)(3)(B), which requires applying for citizenship within six months of becoming eligible and completing the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years and eligible to apply for citizenship must execute an affidavit that they intend to apply for citizenship when they become eligible.

The Court requires employees to adhere to the Code of Conduct, which is available to applicants for review upon request. Only those candidates selected for testing will be contacted.

Procedures for Applying

Provide only the documents requested below in a single PDF file. The file shall be named your last name and the announcement number, i.e., Smith 25-10.

1. Cover letter of no more than two pages with a brief narrative describing why you are a suitable candidate for this position.
2. Resume
3. A complete [AO 78 - Application for Judicial Branch Federal Employment](#) |.
4. Five professional references
5. A copy of your college transcript(s) with the qualifying degree(s) and date(s) awarded clearly highlighted or circled.

Please submit the above documents in one PDF via email at TXEP-HR@txep.uscourts.gov by COB on September 5, 2025.

The U.S. Probation Office 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 select a candidate from the original qualified applicant pool.

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