

UNITED STATES PROBATION OFFICE

Eastern District of Texas

Administrative Support I

Vacancy Announcement #25-18

External



Posting Date:	October 8, 2025	Salary:	CL 23 \$43,440-\$70,623
Closing Date:	October 27, 2025	Location:	Sherman or Plano 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 Administrative Support I position in either the Plano or Sherman office. 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.

Representative Duties

These positions include “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 support supervisor to meet deadlines for probation and pretrial services officers. Prepare and process forms, documents and reports ensuring consistency and accuracy that coincides with administrative processes and policies. 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 also perform office and administrative duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, assembling reports and greeting visitors/clients.

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

- Must be a high school graduate or equivalent with at least two years progressively responsible clerical office experience.
- Computer literacy with the ability to use automated software and keyboarding for word processing, data entry and report generation.
- Consistent, high quality past job performance demonstrating sound ethics and judgement.
- 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 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.
- Possess good knowledge of Microsoft Office products, Adobe and familiar with virtual meetings.
- Skill and accuracy in working with numerical transactions.

For placement at a salary level above minimum, this candidate must have at least one year of specialized experience that is in, or closely related to, the work of the position.

Preferred Education/Work Experience/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 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 25-18.

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 high school and/or 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 October 22, 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.