



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY**

www.kywp.uscourts.gov

**VACANCY ANNOUNCEMENT
KYWP 2026-04**

POSITION: **Probation Services Technician**
(Permanent; Full-Time Appointment)

LOCATION: Louisville (Western District of Kentucky)

SALARY RANGE: CL 24 (\$44,701 to \$72,654)
(Starting Salary Based Upon Education, Experience and Qualifications)
*Promotion potential to US Probation Officer Assistant or US Probation Officer
without further competition is possible.*

ISSUE DATE: March 23, 2026

CLOSING DATE: April 13, 2026 (12:00 pm Eastern)

POSITION OVERVIEW

The United States Probation Office, United States District Court, Western District of Kentucky is accepting applications for the position of Probation and Pretrial Services Technician. This position is in Louisville, Kentucky. The United States Probation Office provides coverage for 53 counties in Western Kentucky. There are four offices in the Western District of Kentucky (Louisville, Bowling Green, Owensboro, and Paducah, Kentucky). *The vacancy is contingent upon budget availability.*

This position reports directly to the assigned Supervising U.S. Probation Officer. Under the direction of a U.S. Probation Officer, this position assists with the investigation and supervision of persons charged with and convicted of committing federal crimes by providing technical and administrative support for the U.S. Probation Officers in a wide range of areas, including conducting investigations, compiling criminal histories, collecting documentation and reports, coordinating with collateral agencies, and performing other similar duties as assigned.

This position makes recommendations and some decisions regarding the investigation and supervision of a select lower-risk caseload of offenders.

REPRESENTATIVE DUTIES

The U.S. Probation and Pretrial Services Technician performs a full range of duties and responsibilities including, but not limited to the following:

- Conducts case file reviews and advises officers and officer assistants of matters needing their attention and prepares applicable forms, documents, and reports.
- Assists U.S. Probation Officers in conducting investigations which includes preparations of prior records and personal family data.
- Assists U.S. Probation Officers in compiling, analyzing, researching, and evaluating information gathered during investigations for presentence reports, supervision files, and court documents.
- Contacts clients and their families by telephone or other electronic correspondence under the direction of U.S. Probation Officers/Officer Assistants.
- Investigates employment/sources of income, lifestyle, and associates to help assess risk and compliance factors.
- Under the guidance of a probation officer or a supervisory probation officer, assist administratively with the supervision of a low-risk caseload by monitoring for non-compliant behavior of persons under supervision who are not required to make monthly personal contact with the probation office and completing case paperwork as required. These duties may include, but are not limited to, answering individuals under supervision's questions, tracking individuals under supervision's monthly report and investigating noted changes, transmitting letters to individuals under supervision, maintaining chronological entries in PACTS, conducting financial and criminal records checks, maintaining case files, work associated with the opening and closing of cases, processing travel requests, monitoring payment of criminal financial penalties and conducting financial investigations as needed, and communicating non-compliance issues to a probation officer or supervisory probation officer.
- Administer the district's inactive caseload. Activities can include, but are not limited to, processing collateral law enforcement requests, conducting and reviewing records checks, conducting and/or initiating investigations, and work associated with the opening and closing of cases.
- Conduct periodic record checks on caseloads, including both active and inactive supervision as well as deportation cases.
- Opens, closes, prepares, and updates case information and perform data entry functions.
- Assist with urinalysis testing and processing including maintaining chain of custody of urinalysis materials. Maintains paper and computerized record of test results and informs officers of test results. Maintains and mails or transports tests and materials to laboratories for confirmation.
- Operates various criminal justice, law enforcement, and probation automated systems, and enters documentation into databases.
- Participates in ongoing training and development programs.
- Assists with general office coverage duties, including but not limited to, front desk coverage, processing mail, scanning documents, and routing documents to staff and outside agencies as needed.
- Performs other related duties as required.

QUALIFICATIONS

- **Required:** Bachelor's degree from an accredited college or university in such fields as criminal justice, criminology, psychology, sociology, human relations, business, or public administration.
- **General:** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the position's duties. Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals one year of general experience.

- **Specialized Experience:** 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. Experience as a police officer, custodial, or security officer is not creditable.
- **Preferred:** Currently performing similar duties in a legal, human services, and/or community correction setting. Similar roles may include case manager, case worker, client services specialist, foster care specialist, child protective services case worker and social worker.

REQUIRED SKILLS

- Skill in sorting, organizing, and filing documents. Ability to follow detailed instructions and upload numerous documents to appropriate electronic repositories.
- Ability to apply the court's policies, procedures, practices, and guidelines related to office administration. Ability to learn court operations and relevant legal terminology.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively (orally and in writing) with individuals and groups to provide information. Ability to interact effectively and appropriately with a wide variety of people.
- Skill in using standard office equipment (copiers, printers, fax machines, etc.). Skill in use of personal computer and data entry.

GENERAL INFORMATION

- Applicants must be a United States Citizen or eligible to work for the United States Government.
- Appointment is contingent upon providing proof of U.S. Citizenship or proof of authorization to work in the United States.
- Background checks will be conducted on final candidate.

APPLICATION PROCEDURE

Applicants must submit a **single PDF document** including federal employment application, cover letter, and resume to employment@kywp.uscourts.gov.

- Subject: Probation and Pretrial Services Technician #26-04
- Completed AO78 – Application for Judicial Branch Federal Employment (which can be found at www.kywp.uscourts.gov)

Application materials that do not adhere to this procedure may not be considered. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

INFORMATION FOR APPLICANTS

- Must be a U.S. citizen or a lawful permanent resident with authorization to work in the U.S. who is currently seeking U.S. citizenship or intending to become a U.S. citizen immediately after meeting the eligibility requirements.
- As a condition of employment, the successful candidate is required to undergo an FBI background check.
- Applicants must possess a valid driver's license.

- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.
- More than one position may be filled from this announcement.
- All court employees, including U.S. Probation Officers, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).
- ***Interviews are tentatively scheduled for April 24, 2026.***

THE U.S. PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER.