



HEADQUARTERS

Diana E. Murphy
U.S. Courthouse
300 South Fourth Street
Suite 406
Minneapolis, MN 55415-1320

FIELD OFFICES

Warren E. Burger
Federal Building and
U.S. Courthouse
316 North Robert Street
Suite 600
St. Paul, MN 55105-1465

Gerald W. Heaney
Federal Building and
U.S. Courthouse and
Customhouse
515 West First Street
Suite 206
Duluth, MN 55802-1302

Edward J. Devitt
U.S. Courthouse and
Federal Building
118 South Mill Street
Suite 304
Fergus Falls, MN 56537-2576

Bemidji Beltrami
County Courthouse
619 Beltrami Avenue NW
Suite 100
Bemidji, MN 56601-3066

1302 1/2 Seventh Street NW
Rochester, MN 55901-1734

VACANCY ANNOUNCEMENT

POSITION:	Probation Services Assistant
VACANCY #:	2026-01
DUTY STATION:	Minneapolis or St. Paul
CLASSIFICATION LEVEL:	CL-25
SALARY RANGE:	\$53,814-\$87,505 (CPS Minneapolis-St. Paul, MN-WI – Table MSP, effective 01/12/2026)
	Starting classification level and salary are dependent upon education, qualifications, and experience.
VACANCY TYPE:	Full-time. More than one position may be filled. Based on budget availability and district needs.
AREA OF CONSIDERATION:	All sources.
POSTING DATE:	April 24, 2026
CLOSING DATE:	Open until filled. Preference given to complete applications received by 4:00 p.m. CST on May 15, 2026.

OVERVIEW

U.S. Probation and Pretrial Services in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis, Minnesota. There are field offices located in Bemidji, Duluth, Fergus Falls, Rochester, and St. Paul. The U.S. Probation and Pretrial Services Office serves the Judicial District of Minnesota, which includes 87 counties.

The Probation Services Assistant provides specialized technical and administrative support to probation officers in a wide range of areas, including assisting with investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties.

This position is considered non-hazardous duty.



*See the Possibilities and
Inspire Change*

GUIDING PRINCIPLES

Objectivity	Service
Commitment	Inclusion
Integrity	Diversity
Compassion	Collaboration
Consistency	Perseverance

OUR VISION

We...

are **dedicated** to the Court,
the community, the people
we serve, and each other.

advance the impartial
administration of justice
throughout all phases
of the system.

embrace each other's
differences and encourage
understanding through
inclusivity.

achieve excellence through
perseverance, innovation,
and proven methods.

are **committed** to proactive
rehabilitative efforts,
community partnerships,
and strengthening
support systems.

are **devoted** to putting people
in positions to succeed.

REPRESENTATIVE DUTIES

- 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. Assist in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities.
- Assist probation officers with managing investigations and supervision casework, which may include obtaining credit checks, collecting financial information, generating and reviewing automated reports, creating and filing various court documents, and data entry.
- Assemble and process information to the Bureau of Prisons (BOP) and Sentencing Commission. Maintain various logs and keep records up to date to include BOP Offender Release Report, LENS, Passports, and VCCA.
- Format, type, edit, and finalize reports and correspondence using word processing equipment. This may include, but is not limited to, documents such as presentence investigation reports, post conviction reports, pretrial reports, and other letters, memoranda, or recurring reports to the court.
- Customize programs (i.e., Microsoft, Office 365, and/or Adobe Software Packages) for local needs, including use of automation functions. Prepare and maintain documentation on local programs, creating user cheat-sheets or forms, as applicable. Provide end-user training, where necessary. Assist with developing procedures and standards for data entry to ensure validity of the data.
- Open, close, and update information into computerized records, including the Probation and Pretrial Services Automated Case Tracking Systems (PACTS) or related databases. Research information from case records and enter into appropriate system. Screen forms completed by officers and officer assistants and recommend corrections as needed. Retrieve information from databases and generate periodic reports.
- Maintain chain of custody of urinalysis/drug testing materials, maintain records of test results, and inform officers of test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain inventory of supplies.
- Participate in problem solving at staff meetings with other support staff, officers, and officer assistants. Offer constructive suggestions for improvement in work processes to better achieve goals and objectives.
- Assist in the operation and maintenance of the office's internal and external websites and applicable pages using web technologies and programming languages, where applicable.
- Provide general clerical office support by performing any or all of the following tasks: answer and screen telephone calls and visitors; copy and distribute documents; send and receive faxes and electronic mail messages; process travel and expense reimbursement documents; receive and distribute mail; attend meetings and take minutes; provide backup reception assistance; request and store office supplies; assist officers and officer assistants with word processing or other computer matters; and other administrative tasks.
- Perform other duties as required.



BENEFITS

- ♦ Serve in a rewarding public service position
- ♦ Extensive health, dental, vision, and life insurance plans
- ♦ Flexible benefit plans including health care and dependent care reimbursement accounts
- ♦ Retirement plans with employer matching contributions
- ♦ Accrual of paid vacation and sick leave
- ♦ Paid federal holidays
- ♦ Employee Assistance Program and wellness programs
- ♦ Onsite fitness center (Minneapolis and St. Paul)
- ♦ Extensive online training options. Travel reimbursement for in-person training and professional conferences, based on available funds
- ♦ Ad hoc telework and alternative work schedules, based on eligibility and work performance

www.uscourts.gov/careers/benefits

PAYROLL

Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

MINIMUM QUALIFICATIONS

To qualify for the position of Probation Services Assistant, applicants must be a high school graduate or equivalent. Applicants must have at least one year of specialized 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. 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.

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

PREFERRED QUALIFICATIONS

The ideal candidate may also possess the following preferred skills:

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices. Knowledge of the practices and procedures used in probation/pretrial services processes, including knowledge of the administrative requirements to support these activities. Knowledge of the criminal justice system, particularly as it relates to federal Probation and Pretrial Policies and Procedures.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities (such as the National Crime Information Center). 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 unusual problems or referral to probation/pretrial officers. Ability to organize and prioritize work.
- Ability to work under pressure of short deadlines. Ability to follow detailed instructions accurately. Ability to handle multiple demands in a fast-paced environment.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics, good judgment, and discretion.
- 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/defendants. Ability to establish rapport with contacts at collateral agencies for the purpose of collecting information on offenders/defendants.



EMPLOYMENT SUITABILITY

The appointment to the position of Probation Services Assistant will require a mandatory background check/investigation. The selected candidate will be appointed provisionally, pending a suitability determination by the Court. If the background check/investigation contains information that, in the sole discretion of management, deems the selected candidate as unsuitable for a permanent appointment, the provisional appointment will be rescinded, without application of the District's Disciplinary and Adverse Action Plan. If the background check/investigation results in a favorable suitability determination, the provisional status will be removed.

PREFERRED QUALIFICATIONS, continued

- 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 similar activities.
 - Ability to maintain a professional demeanor and presence.
 - Bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, or another closely related field which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.
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ENVIRONMENTAL DEMANDS

Work is generally performed in an office setting and may also be performed in the community. Work requires contact with persons who may have violent backgrounds. These contacts may be made in generally controlled settings. The incumbent may be accompanied by a probation officer while conducting duties in the community.

CONDITIONS OF EMPLOYMENT

Applicants selected for interviews will be required to participate in job-related screening as part of the screening process. Prior to appointment, the selected candidate must undergo a local records check, check of financial and credit records, full OPM background investigation, and fingerprinting.

As conditions of employment, the selected candidate will be subject to periodic updated background investigations as required and as deemed necessary by management for reasonable cause. Continued employment is contingent upon favorable suitability determinations from future mandatory background checks/investigations.

As organizational needs dictate, occasional irregular work hours (including nights, weekends, and holidays), working in the Minneapolis or St. Paul office (regardless of official duty station), and occasional travel to field offices may be required.

Applicants must be United States citizens or eligible to work in the United States.

The U.S. Probation and Pretrial Services Office requires employees to adhere to the Code of Conduct for Judicial Employees and all local and national policies.



APPLICATION INSTRUCTIONS

This is an ongoing recruitment for our Minneapolis or St. Paul office, which is based on budget availability and district needs. This announcement should not be construed as current vacancies exist. As vacancies become available, existing applications will be reviewed. More than one position may be filled from this announcement.

**To apply, applicants must compile all required documents into one (1) PDF.
The PDF title and email subject line must read:**

[Applicant's Name] – Probation Services Assistant #2026-01

The PDF must be emailed to: hr-mnprob@mnprob.uscourts.gov

Only applications containing all the required documents will be considered complete. Complete applications received by any posted preference date and/or closing date will be reviewed in order to identify the best qualified candidates. Applications submitted after the vacancy announcement has been closed will not be accepted.

Only applicants selected to proceed to the next phase of the recruitment process will be notified.

Applicants must be in good standing in their current employment. Applicants may not be considered if a Performance Improvement Plan (PIP) or disciplinary/adverse action has been initiated and/or is in effect between the opening and closing dates of this vacancy announcement.

Applicants selected for an interview will be required to participate in a writing assessment as part of the selection process. Interviews will be conducted in person in our Minneapolis office. Applicants selected for an in-person interview must travel at their own expense.

The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

**The Federal Judiciary is an
Equal Employment
Opportunity employer.**

Required Documents:

1. COVER LETTER

The cover letter must include a concise description of the following:

- How the applicant's overall experience and preparation relate to the stated representative duties;
- A summary of the applicant's continued educational coursework, educational efforts, and/or other steps taken to prepare the applicant for this role; and
- A summary of how the applicant has used information technology to streamline and/or improve a process.

2. RESUME

- The resume must include education and work history, such as dates of employment, duties and responsibilities, and key accomplishments.
- The resume, in addition to the Federal Judicial Branch Application for Employment (AO 78) listed in 4. below, is required.

The U.S. Probation and Pretrial Services Office reserves the right to request copies of written work performance evaluations or appraisals completed, signed, and dated (by the applicant and the reviewer) within the past two years. Self-appraisals will not be accepted.

3. REFERENCES

The names, titles, phone numbers, and email addresses of three references, one of which must be identified as a professional reference, such as a current or former supervisor. References may be contacted prior to an interview. The U.S. Probation and Pretrial Services Office reserves the right to contact additional references other than those provided by the applicant.

4. FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT (AO 78)

- https://www.uscourts.gov/sites/default/files/ao_078-08-2024_1.pdf
- The AO 78, in addition to the resume listed in 2. above, is required for the appointment to this vacancy.
- Older versions of AO 78 (prior to May 2024) will not be accepted.
- The applicant's date of birth is not required.
- All sections including questions #19, #20, and #21 must be completed with "Yes", "No", "N/A", and/or relevant information.
- Dates must be in mm/dd/yyyy format.
- Any notation to "see resume" or "on file" will render this form incomplete.
- The applicant's signature is required. The signature date must coincide with the PDF submission date.