



U. S. Probation Office
Middle District of North Carolina
101 S. Edgeworth, Ste R312
Greensboro, NC 27401

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Parental Leave
- 11 Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match

The U. S. Probation Office for the Middle District of North Carolina is an Equal Opportunity Employer.

U. S. PROBATION OFFICE MIDDLE DISTRICT OF NORTH CAROLINA

Probation Services Assistant VACANCY #25-05

LOCATION: TBD (Greensboro or Winston-Salem)

REPORTS TO: Supervisory U.S. Probation Officer

STATUS: Temporary full-time (which may become permanent)

CLASSIFICATION: CL24

POSTED: September 02, 2025

SALARY RANGE: \$44,259 - \$71,932

***** Under this vacancy, the Probation Services Assistant position is a temporary full-time position with an employment period of one year and one day. Temporary Indefinite positions may be extended up to 3 years; converted to permanent status; or converted to full-time permanent status without further competition--subject to need and available funding.***

Position Overview

The U.S. Probation Office for the Middle District of North Carolina is currently accepting applications for the position of Probation Services Assistant (PSA). The incumbent will provide support to probation officers. The PSA position may also be a pathway to the U.S. Probation Officer position, thus candidates interested in future probation officer opportunities are encouraged to apply.

REPRESENTATIVE DUTIES:

- Assist officers in performing investigations of all types for the office and other districts. Contact various local law enforcement and regulatory agencies to collect and record information for both presentence and post-conviction investigation reports.
- Conduct law enforcement and other record checks via various automated systems.
- Maintain case records as required via automated case management system.
- Participate in and contribute to ongoing training programs.
- Perform receptionist duties by greeting telephone callers and visitors/clients coming into the office.
- Perform other such duties as required.

Probation Services Assistant
(#25-05)

How to Apply: Applicants must submit **ONE PDF** document containing the following to

HR@ncmp.uscourts.gov

- (Include Last Name-First Name- #25-05 in Subject of Email)
- Cover Letter (not to exceed two pages) addressing the following:
 - An explanation of how your skills and experience may contribute to our organization;
 - how your experience and preparation relate to the duties and responsibilities of this position;
- Resume
- Three professional references with contact information
- Application for Federal Judicial Employment found at:

<https://www.ncmp.uscourts.gov/employees>

Due to the high sensitivity of this position the Optional Background Questions (18-20) on the AO 78 form must be answered.

Conditions of Employment:

Applicants must be U. S. citizens or eligible to work without restriction in the United States.

- Selected candidate must successfully complete an FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.

The U. S. Probation Office for the Middle District of North Carolina is an Equal Opportunity Employer.

JOB REQUIREMENTS:

- Demonstrated computer skills
- Excellent writing and verbal communication skills
- Excellent organizational skills
- Ability to deal with multiple demands in a fast-paced environment
- Ability to work with a wide variety of people with diverse backgrounds
- Must maintain a professional demeanor and presence
- Demonstrates good judgement

Minimum Qualifications

The successful candidate must be a high school graduate or equivalent, plus two years general experience. General experience is defined as progressively responsible clerical, office or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours of undergraduate study) equals one year of general experience.

Preferred Qualifications

Bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration. Note that for those wanting to become a U.S. Probation Officer, a bachelor's degree is required.

- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will" employees.
- Employees are required to use direct deposit for payroll.
- The organization reserves the right to assign/reassign an employee to any location within the District based on the needs of the organization.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Office reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

The U. S. Probation Office for the Middle District of North Carolina is an Equal Opportunity Employer

Failure to submit the required documents in one pdf document will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.

The most qualified applicants selected for interview and testing will be contacted by telephone. For applicants not selected to interview, closing information will be posted on our external website at www.ncmp.uscourts.gov/current-employment-opportunities in lieu of closing letters.

E-mail to: HR@ncmp.uscourts.gov

Questions not answered within this vacancy announcement may be directed to Human Resources at 336-358-4219.