



Budget and Procurement Officer

Vacancy Announcement: 2026-03-USPO

**POSITION:** Budget and Procurement Officer (Supervisory)

**POSITION TYPE:** Full-Time Permanent

**SALARY RANGE:**

[Pay Table Denver](#)

CL 28: \$79,046 – \$128,460

CL 29: \$93,976 – \$152,788

CL 30: \$111,065 – \$180,527

[Pay Table Colorado Springs](#)

CL 28: \$72,765 – \$118,254

CL 29: \$86,509 – \$140,649

CL 30: \$102,240 – \$166,184

*Starting salary is based on duty station locality and will be set based on qualifications and experience. Promotional potential to CL 30 without further competition. Current Federal Judiciary employees in the same or similar position may be considered for lateral transfer. Pay rates are subject to adjustment in 2026. Updated salary tables will apply when issued.*

**OPEN DATE:** Monday, December 22, 2025

**CLOSING DATE:** Open until filled, with preference given to those who apply by close of business Friday, January 30, 2026

**AREA OF CONSIDERATION:** Nationwide

**DUTY STATION:** Denver or Colorado Springs, Colorado

*The Court reserves the right to cancel and/or modify this position announcement as needed.*

If you thrive when you are part of a collaborative and diverse team that values everyone's unique strengths, the U.S. Probation Office might be the right place for you! Expect challenging and rewarding work in our fast-paced, service-oriented environment where teamwork and professional growth are emphasized. The U.S. Probation Office for the District of Colorado has approximately 65 employees, including law enforcement officers and support staff. We are a part of the Judicial Branch, one of the three separate branches of the federal government. We independently set our own employment policies.

### MISSION STATEMENT

We make the community safer by facilitating the administration of justice, providing opportunities for positive change while maintaining professional integrity, dignity, and respect for all.

### CORE VALUES

Our district's core values are Commitment to Quality and Excellence, Dedication to Teamwork and Collaboration, Performance and Results Driven, Respect for Employees and Stakeholders, and Professional Integrity. Our core values are the foundation that underlies our work, how we interact with each other, and the strategies we employ to fulfill our mission.

### BENEFITS

We offer a robust benefits package, flexible schedules, and up to 50% telework. Benefits include 13 days of vacation during the first three years (increasing with tenure), 13 days of sick leave, 11 paid holidays, retirement benefits, and the Thrift Savings Plan (TSP) with up to a 5% government match. Optional benefits include health, dental, vision, and life insurance; a flexible benefits program with health, dependent care, and parking

reimbursement; an annual Regional Transportation District (RTD) EcoPass (for those with a duty station in Denver); and access to in-house fitness facilities (for those with a duty station in Denver). Employees also have access to Federal Occupational Health (FOH)/Employee Assistance Program (EAP) resources and may qualify for student loan forgiveness through the Public Service Loan Forgiveness ([PSLF](#)) program. See our employment [website](#) for the full list of benefits.

## **POSITION OVERVIEW**

The Budget and Procurement Officer is an essential member of the U.S. Probation Office's leadership team, responsible for developing and managing the annual budget and spending plan. The incumbent prepares, justifies, and executes budget requests; assists with policy development regarding financial, budget, and procurement matters; and develops, maintains, and analyzes budget records and reports. The officer conducts research, trend analysis, and audits to support budget recommendations and adjusts funding and spending plans as needed in collaboration with the Chief U.S. Probation Officer. The position provides oversight of allotments and expenditures to ensure compliance with Judiciary policy, applicable laws, and internal controls. The officer also supervises the Procurement Specialist, manages accounts payable and required records, and ensures the office is equipped with necessary supplies, services, and equipment. The incumbent conducts contract negotiation, specifications, and purchase order preparation. The role serves as the primary budget liaison to other court units and the Administrative Office of the U.S. Courts.

## **REPRESENTATIVE DUTIES**

Under the direction of the Chief U.S. Probation Officer, the Budget and Procurement Officer performs a full range of duties and responsibilities including, but not limited to, the following:

- Manage budgetary operations to ensure compliance with internal controls, policies, and procedures of the Federal Judiciary.
- Conduct planning, forecasting, and monitoring of spending, and ensure funds are used appropriately and within approved limits.
- Develop and maintain the annual spending plan; recommend adjustments and reallocations to address projected shortfalls and changing priorities.
- Monitor workload trends and correlated budget allocations to provide projections on budget surplus or shortfalls.
- Provide analysis and recommendations regarding budget and financial matters to executive leadership.
- Coordinate budget submissions and supporting documentation (e.g., annual budget requests, supplemental funding requests, and reallocations) and maintain required approvals and records.
- Track obligations and expenditures throughout the fiscal year to ensure spending aligns with the spending plan, internal controls, and applicable requirements.
- Use a wide variety of manual and automated accounting systems and management tools (e.g., Microsoft Excel or other tools) to develop financial reports based on historic and current data, including statistics on staffing, spending patterns, expense projections, and similar information.
- Prepare required financial reports and maintain organized supporting documentation; develop additional reports and analysis to support executive leadership decision making.
- Maintain and use staffing/pay projection tools to model hiring and promotion scenarios and advise leadership on personnel cost impacts.
- Develop, implement, and maintain financial and procurement policies, procedures, and internal controls, including appropriate separation of duties.
- Serve as project manager on special financial or budget related initiatives.
- Conduct compliance reviews and support internal and external audits; document findings, recommend improvements, and track corrective actions.
- Serve as the point of contact for travel and purchase card programs; review and process travel reimbursements and resolve submission issues as needed.
- Oversee purchasing and procurement activities to ensure the office has needed goods and services.
- Manage and assist with accounts payable and accounts receivable activities, support solicitations, conduct vendor evaluations, maintain purchase documentation, and provide advance review of major purchases.

- Serve as the primary contracting officer for treatment and other services. Lead and guide a team of U.S. Probation Officers or others with respect to timelines of procuring treatment and performing contract negotiations or audits.
- Maintain relevant budget, accounting, and procurement training and certification records and ensure compliance with applicable purchasing standards.
- Actively pursue professional development to better assess workflows, solve problems, and adopt best practices and innovations in budgeting and accounting.
- Supervise and develop procurement staff through work assignments and prioritization, quality review, coaching and training, and performance evaluation.
- Perform other duties as assigned.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work is performed in an office setting; individuals with criminal histories may be present.
- Occasional, infrequent lifting of boxes up to 20 lbs. may be required.
- Work may occur at off-site locations or temporary duty stations; occasional travel to other offices may be required.

#### **MINIMUM QUALIFICATIONS**

For placement as a CL 28, the applicant must have a minimum of two years of specialized experience (defined below) **OR** the equivalent of two years of graduate study (27 semester or 54 quarter hours) at an accredited university in accounting, finance, business administration, or other field closely related to the subject matter of the position.

Additionally, to qualify for this supervisory position, the applicant must have specialized experience that included progressively responsible administrative, technical, professional, supervisory, **OR** managerial experience that provided an opportunity to gain: (1) skill in developing the interpersonal work relationships needed to lead a team of employees, (2) the ability to exercise mature judgment, and (3) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

#### **SPECIALIZED EXPERIENCE**

Progressively responsible experience in or closely related to the work of the position that has provided the specific knowledge, skills, and abilities necessary to successfully perform the duties of the position. This would include experience in the functional areas of financial management and administration, including budget, accounting, auditing, and/or financial reporting that provided knowledge of the rules, regulations, and terminology associated with financial administration.

#### **COURT PREFERRED QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in business, accounting, finance, or related field from an accredited educational institution
- Experience working in a federal government or judiciary environment
- Supervisory experience in a financial environment
- Experience in auditing and internal controls review and implementation
- Strong written and oral communication skills
- Excellent organizational and interpersonal skills

**PERSONAL CHARACTERISTICS AND SKILLS:** Unquestioned integrity, superior organizational and analytical skills, detail-oriented, and ability to problem solve and exercise sound judgment. Demonstrates sound ethics, maintains a professional demeanor and presence, possesses effective verbal and written communication skills, has the ability to work with a wide variety of people with diverse backgrounds, can manage multiple demands in a fast-paced work environment, has the ability to compile information within established time frames and follow detailed instructions accurately, and has the ability to adapt to change.

**CONDITIONS OF EMPLOYMENT:** Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. The selected candidate will also be required to complete a 10-year background investigation, which includes a fingerprint check through the FBI, as well as a check of financial and credit records, and will then be subject to re-investigation every five years thereafter. Any position offer will be considered provisional until a full suitability determination can be made. Employees must use electronic funds transfer for payroll deposit. The Court requires employees to adhere to a Code of Conduct as well as specific employee policies and performance expectations.

### **HOW TO APPLY**

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#))
- A letter of interest which clearly outlines your professional qualifications, skills, and experience as it relates to the position
- Current resume
- Performance evaluations for the last two years (if unavailable, please indicate reason)
- College transcripts (if substituting for specialized experience)

All applicants must complete the “Optional Background Information” section of the [AO78](#) (page 5) for consideration.

Your application packet must be submitted **as a single pdf document** by email to: [cod\\_hrd@cod.uscourts.gov](mailto:cod_hrd@cod.uscourts.gov). Please note “Vacancy Announcement: 2026-03-USPO” in the subject line of the email. Incomplete applications may not be considered.

**THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER**