



UNITED STATES PROBATION OFFICE – DISTRICT OF COLORADO

Byron Rogers Courthouse
1929 Stout Street, Suite C -120
Denver, CO 80294
cop.uscourts.gov

Probation/Pretrial Services Administrative Assistant

Vacancy Announcement: 2027-01-USPO

POSITION:	Probation/Pretrial Services Administrative Assistant
POSITION TYPE:	Full-time, permanent
SALARY RANGE:	CL 23 (\$44,985 – \$73,177) – Pay Table DEN* CL 24 (\$49,840 – \$81,009) CL 25 (\$55,036 – \$89,494) <i>*Starting salary depends on qualifications and experience. Position has promotable potential up to a CL25 without further competition. Current Federal Judiciary employees in same or similar position may be offered a lateral transfer.</i>
OPEN DATE:	October 8, 2026
CLOSING DATE:	Open until filled.
AREA OF CONSIDERATION:	Nationwide
DUTY STATION:	Denver, Colorado

*More than one position may be filled from this vacancy, dependent upon staffing needs and budget funding.
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.

Learn more about careers with the federal Judiciary [here](#).

We are part of the Judicial Branch, an independent and equal branch of the federal government, and operate under Judiciary-specific employment policies and practices.

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. These values guide our work, our interactions with one another, and the strategies we use to fulfill our mission.

POSITION OVERVIEW

The United States Probation Office for the District of Colorado is accepting applications for the position of Probation/Pretrial Services Administrative Assistant. This position is in Downtown Denver and provides administrative support for the officer staff.

The ideal candidate will demonstrate professionalism, integrity, a strong work ethic, and the ability to maintain confidentiality. Candidates should have progressively responsible clerical or professional office experience demonstrating dependability and sound judgment. Successful candidates will also be organized and detail-oriented, take accountability for their work, communicate effectively, and be self-motivated, flexible, and tactful when working under pressure in a team environment.

REPRESENTATIVE DUTIES

These representative duties provide generalized examples of work that may be performed in the position and are not intended to reflect every duty or responsibility.

- Prepares, reviews, edits and processes forms and correspondence, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork.
- Enters and maintains accurate data in the automated case tracking system (PACTS), including scanning of confidential case files and uploading files to the related case. As required, records chronological entries.
- Electronically files court documents via the court's case management system (CM/ECF) and electronically submits appropriate documents to the Bureau of Prisons and United States Sentencing Commission.
- Retrieves and verifies criminal history information for investigations.
- Reviews and validates treatment services invoices for accuracy, distributes invoices to the appropriate party within established timelines, and uploads treatment reports to the corresponding client file.
- Coverage of reception desk/phone and duties.
- Performs related duties as required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed in an office setting and people with violent backgrounds may be present.
- Occasional and infrequent lifting of boxes (up to 20 lbs.) may be required.
- Occasional travel for training may be required.

MINIMUM QUALIFICATIONS

For placement as a CL-23, the applicant must have a high school diploma or equivalent and two years of general experience.

GENERAL EXPERIENCE

Progressively responsible clerical, office, or other work that indicates possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Educational Substitution: Education above the high school level may be substituted for required general experience on the basis of one academic year of education for one year of general experience.

Initial classification and salary will be determined based on the selectee's qualifications and directly related experience. Candidates with at least one year of specialized experience in a similar field may be considered for appointment at CL-24. Appointment at CL-25 is generally reserved for qualified transfer applicants currently serving in a similar federal position.

COURT PREFERRED QUALIFICATIONS AND 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.
- Proficient in the use of case/client management software, Microsoft Office, and Adobe.

CONDITIONS OF EMPLOYMENT

Employees of the U.S. Courts are considered “at will” employees and are not included in the federal government’s Civil Service classification. All compensation and promotions are subject to final approval by the Administrative Office of the U.S. Courts.

As a condition of employment, employees must:

- Use electronic funds transfer (EFT) for payroll deposit.
- Adhere to the [Code of Conduct for Judicial Employees](#) and other applicable Court policies and confidentiality requirements.
- Meet established performance and conduct expectations.
- Meet applicable citizenship/residency requirements under 8 U.S.C. § 1324b(a)(3)(B).
- Successfully complete required FBI fingerprint and/or background checks.

BENEFITS

Judiciary benefits include:

- 13 days of annual leave during the first three years of service, increasing with tenure
- 13 days of sick leave each year
- 11 paid federal holidays
- Retirement benefits
- Thrift Savings Plan (TSP) participation, including government contributions of up to 5%
- Health, life, dental, and vision insurance coverage
- Flexible spending accounts for eligible health care, dependent care, and parking expenses
- Flexible work schedules and up to 50% telework as approved by local policy

Additional resources include the Federal Occupational Health (FOH) Employee Assistance Program (EAP) and eligibility for Public Service Loan Forgiveness ([PSLF](#)), if qualified. For a complete list of Judiciary benefits, visit our employment [website](#).

Apply Here →

For this position, all applicants must complete the “**Optional Background Information**” section of the application for consideration.

Incomplete application packets may not be considered. Qualified applicants must submit the following through the application portal: cover letter, current resume, and performance evaluations for the last two years (if unavailable, please indicate reason.)

Applicants who do not currently reside in Colorado should address their motivation for relocating to Colorado in their cover letter.

The court may administer pre-screen assessments to assist in the screening process.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER