



**United States District Court
District of Wyoming**

Probation and Pretrial Services

**VACANCY ANNOUNCEMENT
2026-04**

POSITION TITLE:	Probation Services Technician
SALARY RANGE:	CL 25 (\$49,361 to \$80,265) *Starting salary is commensurate with qualifications and based upon Court Personnel System (CPS) guidelines
APPOINTMENT TYPE:	Full-time/Excepted Service
DUTY STATION:	Casper, Wyoming
OPENING DATE:	May 26, 2026
CLOSING DATE:	Open Until Filled

INTRODUCTION:

The Probation Services Technician provides technical, administrative, and case management support to probation officers and other members of the court unit in a wide range of areas. Duties include assistance with presentence and supervision related investigations, urinalysis testing, gathering arrest and related criminal history information, assist with collateral contacts and investigations with community agencies, and reviewing and organizing financial documents. The position will also assist with administrative support including data entry, electronically filing case documents, data quality management, property management, periodic review of inactive caseloads, and general clerical and reception duties.

REPRESENTATIVE DUTIES:

- Opens, closes, and updates information into computerized records, including the Probation Automated Case Tracking System (PACTS). Researches information from case records and enters into system as appropriate. Screens forms completed by officers and requests corrections as needed. Retrieves information from databases and generates periodic reports. Scans, creates PDF files, enters data, and uploads documents into PACTS as required.
- Administer the district's inactive caseload. Activities include preparing collateral law enforcement requests, conduct and review record checks, conduct and/or initiate investigations and prepare reports for the court.
- Assists officers in the performance of select investigations, including compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and performing other similar activities. Visits or contacts various local, state, and national law enforcement and regulatory agencies to collect and record information. Provides officers with verifiable and supportable documentation to assist in completion of reports.

- Investigate and respond to criminal history collateral investigations requested by other districts.
- Gather and organize victim information, including those related to financial loss, and enter the information into spreadsheets or database systems.
- Under the guidance of a probation officer, assist administratively with the supervision of the low-risk caseload by monitoring for non-compliant behavior, answering client questions, tracking monthly reports and investigating noted changes, transmitting letters to clients, maintaining chronological entries in PACTS, conducting financial and criminal record checks, and communicating non-compliance issues to a probation officer.
- Assist with same gender urinalysis testing and processing.
- Processes incoming correspondence, including offender reports, and properly document, distribute, and record the correspondence. Prepares and processes forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork.
- Receives and transfers case files from other districts.
- Complete various standard forms for submission to the court and legal counsel using information provided by officers, including petitions, orders to the court, and similar documents. 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. Obtain fingerprint and credit checks, verifications of employment and education, and send FBI flash notices.
- Provide general clerical office support by performing any or all of the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and electronic mail messages; process travel and expense reimbursement documents; receive and distribute mail; provide reception assistance; order and store office supplies.

QUALIFICATIONS:

To qualify a person must be a high school graduate or equivalent and must have one year of specialized experience. Specialized experience is 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.

PREFERRED QUALIFICATIONS (Court Preferred Skills):

A successful candidate should be highly organized and possess good judgment, initiative, and maintain a professional appearance and demeanor. Time management skills, accuracy and attention to detail are exceptionally important. Must be able to balance the demands of varying workload responsibilities and deadlines.

Completion of an associate’s degree and/or experience in a legal office or human services organization is preferred.

BENEFITS:

Although Federal Government Civil Service classifications/regulations do not apply, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System (FERS), a three-tier system which includes the Social Security Retirement Program, a basic pension benefit and the Thrift Savings Plan (similar to a 401k plan with employer matching contributions), as well as Federal Employees' Health, Dental and Vision Benefits, Federal Employees' Group Life Insurance and Long-Term Care Programs, Flexible Benefits Program, paid holidays, and annual/sick leave accrual. See the United States Courts website for an overview of Federal Judiciary benefits.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Court employees are required to adhere to the Code of Conduct for Federal Judicial Employees. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

APPLICATION PROCESS:

To be considered for this position, applicants are required to provide the following:

- Letter of interest, outlining experience as it relates to this position
- Current resume
- [Application for Judicial Branch Employment - Form AO-78](#)

Submit the above documents in the format below:

1. Combine all documents in one PDF in the above order;
2. Save the single document by your name (Last Name, First Name);
3. On the subject line of the email, enter the announcement number and position title
4. Ensure your application is complete; and
5. Email the complete packet to hr@wyp.uscourts.gov one time.

The U.S. Probation Office is an Equal Opportunity Employer.