



**United States Probation Office**  
District of Nevada

Announcement Number	Job Title
2026-05	Probation Services Assistant
Number of Openings	Type
One (1) Reno, Nevada	Regular, Full-Time
Compensation (Depending on Experience)	Promotional Potential
CL 24, \$44,876 - \$72,940 (CPS, Reno) CL 25, \$49,555 - \$80,580 (CPS, Reno)	To CL 25 without further competition.

Opening Date	Closing Date
May 1, 2026	May 22, 2026
Apply To	Required Documents
Submit application as <b>a single.pdf file</b> to: <a href="mailto:careers@nvp.uscourts.gov">careers@nvp.uscourts.gov</a> .  <b>Incomplete or late application packets will NOT be considered.</b>	For consideration, applicants <b>MUST</b> submit: <ul style="list-style-type: none"><li>▪ 1-page cover letter (<i>see instructions under "Application Process"</i>)</li><li>▪ Resume</li><li>▪ <a href="#">Application for Judicial Branch Employment (AO 78)</a></li><li>▪ Last two (2) performance evaluations</li></ul>

**Benefits**

Pay is only part of the generous total compensation package you receive while working for the federal Judiciary. Employees also receive 13 days of vacation for the first three years (which increases with tenure), 13 days of sick leave, 11 paid holidays, retirement benefits, pension plan, and Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance, long-term care insurance, a Flexible Benefits Program which includes health, dependent care, free parking, and an in-house fitness facility. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.

**Overview**

The **Probation Services Assistant** will provide specialized technical and administrative support to probation officers in a wide range of areas, including compiling information for investigations, providing support for administrative caseloads, preparing drafts of reports and correspondence, and coordinating with collateral agencies. The primary focus of the position is to sort, collect, compile, track, and maintain varied and technical information to support officers and officer assistants in the performance of their responsibilities involving the investigation and supervision of offenders. Incumbents' performance of administrative and clerical related tasks allows the officers and officer assistants to perform high-level tasks directly involved with offenders. This position will report to the Supervisory U.S. Probation Officer, located in the Reno, Nevada office and the Operations Supervisor located in the Las Vegas office.

The U.S. Probation Office, District of Nevada, currently employs a staff of 46 professionals, of which 7 are located in Reno, Nevada, who are dedicated to supporting the court's mission of being accountable, responsible, and fostering a collegial environment. The duty station for this position is **Reno, Nevada**.

**Duties and Responsibilities**

- Conduct case file reviews and advise officers and officer assistants on matters needing their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist officers in responding to collateral requests for information. Assemble and process information to the Sentencing Commission. Keep various logs and records up to date.

- Format, type, edit, and finalize collaterals, reports and correspondence using word processing equipment. This may include, but is not limited to, documents such as presentence investigation reports, supervision case plans and reviews, and memoranda or reports to the court.
- 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.
- Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Research information from case records and enter into system as appropriate. Screen forms completed by officers and officer assistants and request corrections as needed. Retrieving information from databases and generating periodic reports.
- Participate in problem solving at staff meetings with other support staff, officers, and officer assistants. Make constructive suggestions for improvement in work processes to better achieve goals and objectives. Periodically act as administrative and clerical facilitator to distribute/redistribute work and optimize office support operations, as required.
- Provide general clerical office support by performing any or all the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and electronic mail messages; receive and distribute mail; attend meetings and take minutes; provide backup reception assistance; assist officers and officer assistants with word processing or other computer matters.
- Maintain chain of custody of urinalysis testing materials. Maintain paper and computerized 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.
- Order supplies for the Reno office.
- Maintain good working relationships with court peers and may assist the Las Vegas office.
- Perform other appropriate duties as assigned.

**Minimum Qualifications**

To qualify, an applicant must be a high school graduate or equivalent and have at least one (1) year of specialized experience.

**Specialized experience** includes progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated 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**

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 and one (1) year of specialized experience.

Excellent knowledge of office procedures and practices. General knowledge of personal computers and software

applications to prepare reports and conduct investigation searches along with accessing the criminal retrieval system. Ability to give and receive accurate and timely information from individuals within and outside the court. Ability to decipher complex information: synthesize the data and concisely report the information gleaned in proper written format. Ability to prepare all types of investigations in proper format for our office as well as other districts. General knowledge of proper grammar usage and the ability to write and edit efficiently. Ability to carry oneself in a professional manner, as a representative of the probation office when visiting outside agencies.

Knowledge of the roles and functions of the federal probation office. Knowledge of the practices and procedures used in probation and court processes, including knowledge of the administrative requirements to support these activities. Knowledge of the criminal justice system as it relates to federal probation policies and procedures. Knowledge of and compliance with the Code of Conduct for Judicial Employees, and court confidentiality requirements. Ability to consistently demonstrate sound judgment.

## Competencies (Knowledge, Skills, and Abilities)

### Probation and Law Enforcement

- Ability to organize and prioritize work. Ability to work under pressure of short deadlines and handle multiple tasks. Ability to follow detailed instructions accurately.
- Knowledge of standardized forms and documents used in both the presentence investigation and supervision disciplines. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities. Knowledge of legal terminology. Ability to follow safety procedures. Ability to compile information (such as background checks and criminal history) within established time frames. Ability to identify and resolve problems and refer unusual or complex issues to office manager(s) or probation officers.
- Knowledge of the roles and functions of the federal probation office. Knowledge of the practices and procedures used in probation and court processes, including knowledge of the administrative requirements to support these activities. Knowledge of the criminal justice system as it relates to federal probation policies and procedures.

### Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

### Written and Oral Communication/Interaction

- 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. Ability to establish rapport with contacts at collateral agencies for the purpose of collecting information regarding offenders.

### Information Technology and Automation

- 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 perform similar activities.

## Application Process

To apply for the **Probation Services Assistant** position, qualified candidates are required to submit the following in **one** pdf document in the following order:

- Cover letter - Addressed to Chief U.S. Probation Officer Sarah R. Johnson, 300 South Las Vegas Blvd, Las Vegas, Nevada 89101. \*The cover letter should be **no longer than one (1) page** and **must** include information highlighting qualifications, skills, and experience related to the position.
- Resume,
- AO-78, [Application for Judicial Branch Employment \(AO 78\)](#) or download at [www.nvp.uscourts.gov](http://www.nvp.uscourts.gov),

- Last two (2) performance evaluations.

Title the pdf document as follows: **Last Name, First Name-2026-05-U.S. Probation Services Assistant**. Please email the single pdf document, to [careers@nvp.uscourts.gov](mailto:careers@nvp.uscourts.gov).

Failure to submit the above-mentioned 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.

## Conditions of Employment

- Due to the high sensitivity of this position, the Optional Background Questions (19-21) on the AO 78 form must be answered.
- The selected candidate must successfully complete an FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.
- The United States Probation Office, District of Nevada, is part of the Judicial Branch of the U.S. Government. All applicants must be U.S. citizens or permanently eligible to work in the United States.
- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- Candidates must adhere to the [Code of Conduct for Federal Judicial Employees](#).

## Other Information

Only qualified applicants will be considered for this position. Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals invited for personal interviews.

The U. S. Probation Office, District of Nevada reserves the right to modify the conditions of this job announcement, close or withdraw this job announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same (or similar) position becomes available within six (6) months of this announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool. This announcement may be used to fill one or more vacant positions. Only the most qualified candidates will be invited for an interview. Only candidates invited to interview will be contacted by Human Resources. Employees who work at the Court are considered at-will and work at the pleasure of the Court. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The United States Probation Office, District of Nevada, is part of the Judicial Branch of the U.S. Government. All applicants must be U.S. citizens or permanently eligible to work in the United States and possess a valid driver's licence The Federal Financial Management Reform Act requires direct deposit of federal wages.

*visit the District of Nevada online*  
<https://www.nvp.uscourts.gov>

***The United States Probation Office is an equal opportunity employer, and we are committed to the principles of diversity and inclusiveness***