



UNITED STATES PROBATION AND PRETRIAL SERVICES WESTERN DISTRICT OF WISCONSIN

Vacancy Announcement No. 2026-03

CAREER OPPORTUNITY

Position Title:	Probation Services Technician
Position Type:	Full-Time, Temporary
Duty Station:	Madison, Wisconsin
Salary Range:	CL 23 (\$40,346-\$65,631) Based on experience, education, and qualifications
Opening Date:	March 30, 2026
Closing Date:	Open until filled; preference will be given to complete applications submitted by April 22, 2026
Start Date:	Flexible

DISTRICT SUMMARY

If you thrive in a fast-paced, service-oriented environment where teamwork is the standard and professional development is the goal, the U.S. Probation and Pretrial Services Office might be the right place for you!

The U.S. Probation and Pretrial Services Office for the Western District of Wisconsin is a combined probation and pretrial services district that serves 44 counties and is part of the Judicial Branch. Due to the district's size, employees gain invaluable experience by contributing to all facets of operations, offering a unique opportunity to make a significant impact across the district.

Our office is dedicated to ensuring that all aspects of service to the Court and the community remain at high levels. Delivering this high level of performance is essential to accomplish our mission, which is as follows:

Collectively, we contribute to a safer community by fostering positive, lasting change in the lives of those we serve.

Our core values are excellence, compassion, integrity, teamwork, continuous learning, respect, wellness, adaptability, and resilience. These values are the foundation that underlies our work, how we interact with each other, and the strategies we employ to fulfill our mission.

POSITION OVERVIEW

The U.S. Probation and Pretrial Services Office for the Western District of Wisconsin is seeking applicants for the position of Probation Services Technician. The Probation Services Technician provides technical, administrative, and case management support to probation officers in a wide range of areas. This includes gathering arrest and related criminal history information, reviewing

and organizing financial documents, and assisting with data entry and database searches. The position will also assist with administrative support by electronically filing case documents, periodically reviewing the status of inactive cases, and providing secondary support as needed for reception and general clerical duties. This is a temporary position subject to the availability of funding.

REPRESENTATIVE DUTIES

- Under the guidance of a probation officer or a supervisory probation officer, assist administratively with the supervision of a low-risk caseload by monitoring for non-compliant behavior of persons under supervision who are not required to make monthly personal contact with the probation office and completing case paperwork as required. These duties may include, but are not limited to, answering individuals under supervision's questions, tracking monthly report and investigating noted changes, transmitting letters to individuals under supervision, maintaining chronological entries, conducting financial and criminal records checks, maintaining case files, work associated with the opening and closing of cases, processing travel requests, monitoring payment of criminal financial penalties and conducting financial investigations as needed, and communicating non-compliance issues to a probation officer or supervisory probation officer.
- Administer the district's inactive caseload. Activities can include, but are not limited to, processing collateral law enforcement requests, conducting and reviewing records checks, conducting and/or initiating investigations, and work associated with the opening and closing of cases.
- Assist officers in obtaining verifiable and supportable documentation during presentence and pretrial services investigations, as well as for individuals to be released from prison or on supervision.
- Assist officers in conducting limited scope criminal history database inquiries and compile limited scope criminal history/profiles. Run record checks, including those designed to provide arrest, financial, and background information, through local and national databases and files. Submit collateral record inquiries and assist in record collection as needed. Provide officers with verifiable and supportable documentation to assist in the completion of reports.
- Assist officers in monitoring and processing monthly supervision reports. Verify financial status/balances and notifies officers of problems or issues. Review reports for completeness and provide a list of delinquent reports to officers.
- Conduct case file reviews and advise officers of matters needing their attention. Prepare and update case files and reports in investigation and supervision, at the direction of an officer and in accordance with established policies and procedures.
- Conduct same gender urinalysis and maintain chain of custody of urinalysis testing materials. Maintain records of test results and inform probation officers of test results.
- Prepare and process routine correspondence and appointment notices. Compose routine correspondence for officers. Maintain correspondence control records and track correspondence through internal databases. Update chronological entries as required.

- Conduct case file reviews and advise officers of matters needing their attention.
- Update information in the Probation and Pretrial Services Automated Case Tracking System (PACTS). Set up new supervision case records and perform various case file management tasks.
- Provide secondary general office coverage duties such as, but not limited to, reception duties, and general clerical work.
- Participate in on-going training and development to remain current of evidence-based practices.
- Perform other duties as assigned by the Chief U.S. Probation Officer.

MINIMUM QUALIFICATIONS

To qualify for the position at a Classification Level (CL) 23, an applicant must be a high school graduate or equivalent **and** have at least two years of general experience.

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

PREFERRED SKILLS

In addition to the minimum qualifications, preference will be given to college graduates proficient in Microsoft Office, including Excel. Preferred applicants will possess exceptional verbal and written communication skills, attentiveness to detail, strong organizational and time-management abilities, and a team-oriented approach that is adaptable to changing work demands.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or eligible to work in the United States. The selected candidate will be required to live within a reasonable commuting distance of their duty station. The selected candidate will also be required to complete a background investigation, which includes a fingerprint check through the FBI, as well as a check of financial and credit records. 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.

BENEFITS

Employees of the U.S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees; however, Judiciary employees are entitled to the same benefits as other federal employees. Benefits for this position will depend on the duration of employment.

APPLICATION MATERIALS

Please apply using the following link: [Application Link](#)

Complete the information fields and attach the following materials:

- 1) an updated resume;
- 2) a one-page letter of interest detailing your qualifications and your specific interest in the Probation Services Technician position;
- 3) an Application for Judicial Branch Employment (AO78) (the form is included in the application link); and
- 4) a list of three professional references including their relationship with you and their contact information.

Incomplete applications packets will not be considered. Only the candidates selected for interviews will be contacted. Travel expenses associated with an interview will be borne by the applicant.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The U.S. Probation and Pretrial Services Office reserves the right to amend the conditions of this vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The U.S. Courts is an Equal Employment Opportunity employer.