UNITED STATES DISTRICT COURT
Western District of North Carolina
United States Probation Office

Job Announcement Number: 26-09

Position Title:	Probation Support Technician *(More than one position may be filled)*
Type of Appointment:	Part-Time Temporary
Starting Salary:	$16.01 per hour (Charlotte)
Grade Level:	CL 22
Position Location:	Charlotte, North Carolina
Open Date:	June 1, 2026
Closing Date:	June 22, 2026
Area of Consideration:	**Applicants must be students enrolled in an academic program**

The U.S. Probation Office in Charlotte is seeking qualified applicants for the temporary part-time position of Probation Support Technician. This position provides clerical and technical support to probation officers in areas including supervising an administrative caseload under the guidance of a supervising U.S. Probation Officer, making recommendations to the court, and completing other investigative reports.

REPRESENTATIVE DUTIES

- Under the guidance and direction of a Supervisory U.S. Probation Officer, supervise an administrative caseload requiring contact with people under federal supervision via telephone and/or email.
- Conduct investigations related to employment, sources of income, lifestyle, and personal associates to assess offender risk, compliance, and stability.
- Maintain accurate and organized case files, records, and detailed chronological documentation of all case activity.
- Conduct criminal record checks and financial investigations, and review investigative reports prepared by federal, state, and local law enforcement agencies.
- Collaborate with the Financial Litigation Unit of the U.S. Attorney's Office regarding financial obligations, restitution, and related enforcement matters.

QUALIFICATIONS

High school diploma/GED is required. Must currently be enrolled in an associate, bachelor's or graduate program, preferably in a Criminal Justice Major/Minor. Clerical, office or other experience that indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position. Incumbent must be responsible, tactful and possess the ability to work harmoniously with others in a team-oriented work environment. The successful applicant must possess the ability to maintain confidentiality, good multi-tasking skills, and have strong interpersonal, verbal and written communication skills. Must have professional office attire. Applicant must be a citizen of the United States or eligible to work in the U.S.

WORK SCHEDULE

Flexible work schedule with a minimum 20-hour work week. General office hours are 8:00AM to 5:00PM Monday – Friday. Federal holidays are recognized.

SALARY AND BENEFITS

Starting salary $16.01 per hour (Charlotte). Paid annual and sick leave is accrued on a pro-rated basis, all other federal benefits do not apply.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS

Final applicant for this position is subject to a full National Crime Information Center (NCIC) background records check, fingerprint submission, credit bureau check and submission of certified academic transcript. Offer of employment is contingent upon favorable completion of these checks.

HOW TO APPLY

Applicants must submit the following in a **single PDF document**:

- Cover letter and resume
- Completed AO-78, Application for Judicial Branch Federal Employment
    - Located at www.ncwp.uscourts.gov under All Employment Opportunities Link
- Copy of academic transcript
- Narrative addressing the Quality Ranking Factor

QUALITY RANKING FACTOR

1. Please describe what makes you the best candidate for a Probation Support Technician position in our district.

Complete applications should be submitted via e-mail to hr@ncwp.uscourts.gov and reference Job Announcement #26-09 no later than **5:00 PM on June 22, 2026**. All application materials should be sent as a **single PDF document**. The application form AO-78 is available at www.ncwp.uscourts.gov.

INFORMATION FOR APPLICANTS

Electronic Fund Transfer (EFT) for payroll deposit is required. Applicants must be U.S. citizens or eligible to work in the United States. The court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the selected candidate. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for an interview. Only those interviewed will receive notification when the vacancy is filled.

The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. More than one position may be filled from this posting. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Probation Chief may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The Western District of North Carolina is an Equal Employment Opportunity Employer and strives to build and maintain a diverse and inclusive workforce.