



## UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

### VACANCY ANNOUNCEMENT No. 2026-05

**POSITION:**

**Contracts Administrator Assistant**  
(One position available)

**LOCATION:**

Newark, NJ

**LEVEL/SALARY RANGE:**

CL 24 (\$52,678 - \$85,620)

*Depending upon qualifications and experience.*

**OPENING DATE:**

January 12, 2026

**CLOSING DATE:**

Open Until Filled

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The U.S. Probation Office for the District of New Jersey is seeking a highly motivated, qualified individual for the position of Contracts Administrator Assistant.

**REPRESENTATIVE DUTIES:**

This position is located in the U.S. Probation Office in Newark, New Jersey.

The Contracts Administrator Assistant, under the supervision of the Chief Probation Officer and Contracts Administrator, provides assistance to the Contracts Administrator assigned to Treatment Services. The Contracts Administrator Assistant is responsible for technical and operational support to the substance abuse, mental health, and sex offender-specific treatment programs in the district and performs other administrative tasks as assigned.

The Contracts Administrator Assistant:

Assists the Contracts Administrator during the formal contracting cycle by participating in the solicitation of vendors for treatment contract proposals.

Prepares the Blanket Purchase Agreements and accompanying solicitation paperwork.

Assists with the review of proposals.

Drafts award and rejection letters related paperwork for each contract awarded.

Assists with negotiating noncompetitive purchase orders, to include the preparation of the necessary documents and the timely submission of all necessary paperwork.

Works closely with the budget analyst to ensure funding and expenditure information is accurately entered into JIFMS.

Creates and maintains spreadsheet of expenditures on a monthly basis for all vendors. Disseminates spreadsheet to management staff upon request.

Reviews, reconciles, and inputs monthly treatment invoices. Monitors the accurate submission of billing documents to ensure the appropriate disbursement of funds.

Contacts the treatment providers telephonically and in writing to address billing errors and failure to abide by contract requirements.

When necessary, travels to vendor sites to attend meetings.

Maintains all purchase agreement, competitive, and non-competitive treatment plan administrative files.

Performs routine clerical duties such as drafting correspondence, data entry, filing, scanning, ordering supplies, and maintaining a presence at the front window.

Performs other duties as deemed necessary.

#### **QUALIFICATIONS/REQUIREMENTS:**

To qualify for the position of Contracts Administrator Assistant at the CL 24, Step 1 level, the incumbent must be a high school graduate or equivalent, with at least one year of specialized experience equivalent to work at the CL 23. To be considered for placement above Step 1, the incumbent must have at least two years of specialized experience.

Specialized experience includes 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, and laws that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry and report generation.

#### **DESIRABLE QUALIFICATIONS:**

The successful candidate must be motivated, organized, able to maintain a professional demeanor, work well with others, observe ethical standards, and treat all persons courteously and without bias.

The successful candidate must possess a strong ability to analyze information found in various sources and be able to identify inaccuracies, deficiencies, and inconsistencies. The candidate must be able to communicate information, verbally and in writing, with individuals inside and outside the organization.

Candidates with some knowledge of substance abuse, mental health, and sex offender-specific treatment program are preferred.

Knowledge and compliance with the *Code of Conduct for Judicial Employees*, internet and technology security, and court confidentiality is preferred.

## **CONDITIONS OF EMPLOYMENT:**

Applicants must be U.S. citizens or eligible to work in the U.S. A background investigation including fingerprints, criminal record check, driver's record check, and credit history check will be conducted. The applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

## **EMPLOYEE BENEFITS:**

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15<sup>th</sup> year of service; thereafter, 26 days per year. Sick leave earned at 4 hours per pay period (104 hours per year - 13 days).
- Participation in a tax-deferred Thrift Savings Plan (TSP) - similar to a 401k plan. Voluntary participation in the Federal Employee Health Benefits Program, Federal Employee Group Life Insurance Program, Federal Judiciary employee long-term care insurance, Flexible Spending Accounts (FSAs), the commuter benefits program, Employee Assistance Program (EAP), and work/life services.
- Up to 14 paid holidays a year.
- Mandatory electronic direct deposit of salary payment.

For more detailed information about federal court benefits, please go to:

<https://www.uscourts.gov/careers/benefits>

## **APPLICATION PROCEDURE:**

Applicants interested in this vacancy should submit a cover letter, resume and completed AO78 Application for Judicial Employment (which can be obtained from <https://www.njp.uscourts.gov/career-opportunities>) to the attention of:

Natividade Ribeiro, Human Resources Specialist  
U.S. Probation Office  
50 Walnut Street, Room 1001  
Newark, NJ 07102  
Announcement # 2026-05

Email versions are preferred and may be submitted to: [Natividade\\_Ribeiro@njp.uscourts.gov](mailto:Natividade_Ribeiro@njp.uscourts.gov).

Only complete application packets will be considered. Attachment should be submitted as a single PDF document and reference Contracts Administrator Assistant Vacancy # 2026-05 in the email subject line.

## **SELECTION PROCESS:**

The Probation Office will only communicate further with those individuals invited for personal interviews. Only applicants who are interviewed will receive a response regarding their application status.

All resumes will be reviewed, and a limited number of applicants will be chosen for an interview.

The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses. The U.S. Probation Office reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable

time of the original announcement, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool.

**THE UNITED STATES PROBATION OFFICE FOR THE DISTRICT OF NEW JERSEY  
IS AN EQUAL OPPORTUNITY EMPLOYER**