



## UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

### VACANCY ANNOUNCEMENT No. 2026-07

<b>POSITION:</b>	Probation Clerk
<b>LOCATION:</b>	Newark, Trenton, and Camden (One position available at each location)
<b>LEVEL/SALARY RANGE:</b>	CL 23 Newark/Trenton      Pay Table NY (\$47,546 - \$77,343) Camden              Pay Table PHL (\$44,458 - \$72,320) <i>Depending upon qualifications and experience.</i>
<b>OPENING DATE:</b>	January 21, 2026
<b>CLOSING DATE:</b>	Open Until Filled

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#### **POSITION OVERVIEW:**

The U.S. Probation Office for the District of New Jersey is currently accepting applications for a Probation Clerk.

The Probation Clerk provides clerical and administrative support to probation officers in a wide range of areas, including preparing form documents and correspondence, conducting online record checks, creating and maintaining case files, distributing mail, answering phone, and greeting visitors and clients.

The selected candidate must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the vision and mission of the district. The selected candidate will be expected to become familiar with all canons of the *Code of Conduct for Judiciary Employees* and local and national confidentiality policies.

#### **REPRESENTATIVE DUTIES:**

Perform receptionist/clerical duties by greeting visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Route all duty calls to duty officers.

Inform individuals reporting for supervision or investigation on procedures for completing appropriate forms and authorizations. Advise individuals reporting for the first time of officer assignment and basic initial procedures.

Receive, scan, and upload incoming documents into client electronic case file and automated case management database.

Maintain inventory of office supplies and order new supplies/services as needed.

Distribute incoming mail to appropriate staff or offices. Collect and deliver mail/documents to other agencies in close proximity to the office.

Prepare petitions, orders, letters, memoranda, appointment notices, and other correspondence, including typing, keyboarding, formatting, proofreading, and generating documents from templates and notes.

Gather case statistics and provides information to data quality analyst, per office policy.

Create new investigative files at the direction of probation officers and maintain files up-to-date and in accordance with established office policies and procedures.

Electronically submit appropriate documents to the Bureau of Prisons and Sentencing Commission, at the direct of probation officers.

Assist with conducting online criminal record checks through local or national law enforcement systems.

Perform data entry as needed.

Perform other related duties as required.

### **QUALIFICATIONS:**

To qualify for the position of Probation Clerk at the CL 23 level, the candidate must be a high school graduate or equivalent with at least two years of general experience.

*General experience* is defined as 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 duties of the position.

### **COURT PREFERRED SKILLS:**

Must possess the ability to communicate effectively with a wide variety of diverse backgrounds; ability to work in a diverse office environment with frequent interruptions; ability to maintain a professional and approachable disposition; possess the ability and demonstrate the willingness to increase knowledge and skills; possess the ability and desire to function effectively and harmoniously in the office environment; possess demonstrated and sustained exceptional work performance.

### **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 a full 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 a completed AO78 Application for Judicial Branch 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 # 2026-07

E-mail 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 Probation Clerk Vacancy #2026-07 in the email subject line.

## **SELECTION PROCESS:**

Applicants will receive confirmation of the receipt of application. The Probation Office will only communicate further with those individuals who will be invited for personal interviews. Only applicants who are interviewed will receive a written response regarding their application status.

All resumes will be reviewed and a limited number of applicants will be chosen for an interview and possible testing. The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the “Excepted Appointment” status and are considered “At-Will” employees.

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**