



## UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

### VACANCY ANNOUNCEMENT No. 2026-10

<b>POSITION:</b>	<b>Contracts Administrator</b> (One position available)
<b>LOCATION:</b>	Newark, NJ
<b>LEVEL/SALARY RANGE:</b>	CL 26 (\$64,075 - \$104,136) <i>Depending upon qualifications and experience.</i>
<b>OPENING DATE:</b>	<b>March 23, 2026</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>

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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.

The Contracts Administrator is a non-Law Enforcement Officer position located in the U.S. Probation Office. The Contracts Administrator maintains a Contracting Officer certification and oversees the contracting functions for the Drug and Alcohol Treatment, Mental Health, and Sex Offender-specific programs in accordance with appropriate guidelines, policies, and approved internal controls. The Contracts Administrator supervises the work of the Contracts Administrator Assistant.

#### **REPRESENTATIVE DUTIES:**

- Acts as a liaison for all probation officers to ensure treatment providers are rendering services to clients that meet the requirements as noted in the Statement of Work (SOW).
- Adheres to local and national policy in providing contracting and procurement services related to this position.
- Oversees all Blanket Purchase Agreements (BPA's) and non-competitive administrative files.
- Communicates with treatments providers to address staff concerns.
- Orders drug testing supplies considering the needs of the agency and costs.
- Acts as liaison for both the Regional Lab and our National Lab, Alere Laboratories.
- Prepares monitoring site visit reports pertaining to bi-yearly site visits to treatment providers detailing recommendations, findings, etc., and provides a copy to the vendors.
- In partnership with Senior U.S. Probation Officers, oversees a one-day, annual vendor training for all contracted treatment providers.

- Reviews BPA's annually to determine Renewal or Non-Renewal status, advises the CUSPO and, once finalized, prepares all Renewal forms and justifies non-renewals.
- Drafts letters for Notice of Intent to Extend and BPA Extensions.
- The Contracts Administrator handles the formal contracting cycle. Participates in the solicitation of vendors for substance abuse, mental health, and sex offender specific treatment proposals during the contracting cycle.
- Along with Senior U.S. Probation Officers, the Contracts Administrator reviews proposals, contacts referrals provided in vendors' Requests for Proposals, and conducts site visits to confirm the technical acceptability of vendors to perform requested service(s).
- Conducts wage determination and exclusion lists inquiries for all Requests for Proposals to ensure potential awards are in good standing and include copies of wage determination for drug testing. Once complete, prepares awards and OF-348 paperwork for each contract award. Prepares technically unacceptable letters for those vendors who were determined to be technically unacceptable.
- During contracting or renewal process, reviews and signs all OF-347 forms as needed.
- Negotiates and prepares noncompetitive purchase orders.
- Reviews and signs contract modification paperwork upon any change to BPA's and Noncompetitive Purchase Orders (NCPO).
- Works closely with the budget analyst to ensure funding and expenditure information is accurately entered into JIFMS.
- Creates and maintains a 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. Enters the data into Probation's database (PACTS) and runs validation reports for each invoice.
- Contacts treatment providers telephonically and in writing to address billing errors and failure to abide by contract requirements.
- When necessary, travels to vendor sites to address issues of concern and/or attend meetings.
- Provides training to officers and vendors and assists with treatment meetings.
- Provides support to Probation Officers regarding non-contract plans.
- Performs other duties as deemed necessary.

### **QUALIFICATIONS/REQUIREMENTS:**

To qualify for the position of Contracts Administrator at the CL 26, Step 1 level, the selected candidate must be a high school graduate or equivalent, with at least one year of specialized experience equivalent to work at the CL 25. To be considered for placement above Step 1, the candidate must have at least two years of specialized experience.

Specialized experience is defined as progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully.

### **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 # 2026-10

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 Vacancy # 2026-10 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**