



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

OFFICE OF PROBATION AND PRETRIAL SERVICES

VACANCY ANNOUNCEMENT

PROBATION CLERK

06-UTP-25

OPEN DATE: JULY 14, 2025

CLOSE DATE: JULY 28, 2025

The U.S. Probation and Pretrial Services Office for the District of Utah is accepting applications from qualified candidates for the position of a full-time Probation Clerk in the Salt Lake City office. The position is a Court Personnel System CL 24, with a salary of \$44,259 - \$55,328 annually, depending on qualifications. This position requires eight hours of work per day and work until 5 p.m. Monday through Friday.

The U.S. Probation and Pretrial Services Office for the District of Utah is part of the federal Judicial branch of government and is independent of the Executive and Legislative branches. The court sets its own employment policies including remote work and performance management, while also valuing employees' individualism and continuing to strive towards a diverse, equitable and inclusive workplace.

POSITION OVERVIEW:

The successful candidate will perform a variety of clerical duties associated with the front desk and other duties related to case processing. In addition, the incumbent will work in a team environment providing support to the staff of the U.S. Probation and Pretrial Services Office. The U.S. Probation and Pretrial Services Office works with defendants charged with criminal offenses and persons under post-conviction supervision, which may require the candidate to maintain composure during difficult interactions. This position requires sitting for long periods of time and a set work schedule of 8:00 a.m. to 5:00 p.m., Monday through Friday.

REPRESENTATIVE CORE DUTIES:

- Perform receptionist duties by greeting visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Inform defendants/persons under supervision reporting for supervision or investigation on procedures for completing appropriate forms and authorizations.
- Advise defendants/persons under supervision reporting for the first-time regarding officer assignment and basic initial procedures.
- Receive, scan, and upload incoming documents into client electronic case file and automated case management database. Record chronological entries.
- Maintain probation office reception area, urinalysis lab, and defendant interview rooms.
- Distribute incoming mail to appropriate staff or offices and process outgoing mail.

- Follow the in-office analysis procedure for entering information into database.
- Perform other related duties as required.

ADDITION CLERICAL DUTIES/PREFERENCES:

- A highly organized self-starter with the ability to prioritize and complete multiple tasks and deadlines for numerous people. Must be able to handle numerous interruptions and changing deadlines while remaining on track to complete assignments. The ability to maintain confidentiality is imperative.
- Manage case files in accordance with established procedures.
- Various other duties as assigned.

MINIMUM QUALIFICATIONS:

To qualify for this position an individual must have a high school diploma or GED with two years of general clerical experience. Candidate must possess excellent organizational and written/verbal communication skills, with the ability to meet tight deadlines. Candidate must have excellent customer service skills. The successful candidate must also be proficient in Microsoft applications (Microsoft Office, Adobe, etc.) and have a thorough knowledge of spelling, punctuation, and grammatical usage. Candidate must be highly motivated, good at multi-tasking, and able to work in a high-stress environment.

The successful candidate must possess good judgment, maturity, and tact; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; and consistently present a poised, professional appearance and demeanor. This position requires the ability to communicate, articulate, and relate to defendants/persons under supervision, coworkers, and others with professionalism and integrity, as well as superb organizational, people and time-management skills.

SALARY AND BENEFITS:

The salary for this position is at CL 24 (\$44,259 - \$55,328) depending on length and relevance of experience. The position falls within the Judicial Branch of the U.S. Government and the benefits include participation in the FERS_FRAE retirement system, health, dental, vision and life insurance programs, holiday and leave accrual, tax deferred saving plan and periodic salary increases. This position is subject to mandatory direct deposit participation.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. Appointment to this position is contingent upon a background investigation including an FBI fingerprint check. The U.S. Probation Clerk is an excepted service position, serves at the pleasure of the court, and is an 'at will' employee who can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or be eligible to work in the United States, under 8 U.S.C. § 1324b(a)(3)(B).

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit: 1) a cover letter; 2) a written response to the application questions listed below, with no more than one page per response to each question; 3) a detailed resume including education, previous employment, and salary history; and 4) an Application for Judicial Branch Employment ([AO78](#)). The application form ([AO-78](#)) is available via the court's website <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Completed application packages must be emailed, delivered, or postmarked no later than July 28, 2025. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. All applicants scheduled should advise the Human Resources Office if an accommodation is necessary to interview.

APPLICATION QUESTIONS:

1. Describe a situation when you provided good customer service in a difficult situation?
2. Please explain if you prefer working independently or working on a team?
3. Explain a time when you had to multitask when you had a phone call, a customer at your desk, and other staff distractions all at the same time.

Please email application packages in PDF format to UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver to:

US Probation & Pretrial Services
Attention: HR - Probation Clerk Vacancy
351 S. West Temple, Room 2.117
Salt Lake City, UT 84101