

UNITED STATES PROBATION OFFICE

Southern District of Georgia

Budget Analyst

Vacancy Announcement # 26-01



Posting Date:	01/09/2026	Salary:	\$ 59,732 -\$116,394
Closing Date:	01/23/2026	Location:	Savannah, GA
Type:	Permanent Full-Time	Classification Level:	CL 27-CL 28
Area of Consideration:	Internal Employees	Entrance on Duty:	TBD

Introduction

The United States Probation Office for the Southern District of Georgia is seeking a highly skilled, self-directed Budget Analyst to perform professional administrative, technical, and analytical work in support of the Probation Office's budget formulation, execution, and financial operations. This position reports directly to the Deputy Chief Probation Officer and is responsible for independently managing the unit's financial planning processes, monitoring expenditures, preparing financial reports, and ensuring compliance with Judiciary policies and internal controls. This position may also provide general administrative support, which can include assisting with routine human resources or personnel related processes as operational needs arise.

Representative Duties

- Formulates, evaluates, and implements approved policies, procedures, and protocols related to budget plan execution throughout the Probation Office.
- Develops a variety of reports based on historical and current data, including statistics on court operations, and expense projections, and similar information.
- Assists the unit executive in developing the annual spending plan.
- Oversees the travel reimbursement process. Checks figures, postings and documents for correct entry, mathematical accuracy, and proper codes.
- Communicates with individuals to respond to questions of policy, problems, or deficiencies with voucher submissions and status of payment vouchers.
- Manages the office's Centrally Billed travel credit card, ensuring that policies and procedures are followed, and problems are addressed immediately.
- Advises unit executive on budget matters, procedures, and practices, as well as budgeting and cost projections and related issues. Participates in management meetings as necessary.
- Executes approved budget plans. Reviews spending and fund balances routinely and recommends reprogramming actions to cover projected shortfalls. Ensures allotment levels are not exceeded, and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction.

- Maintains oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.
- Performs data analysis and conducts modeling based on different scenarios.
- Researches, analyzes, and interprets financial data to identify variances and trends.
- Manages the district's GSA fleet of vehicles, ensuring that GSA guidelines are followed. Coordinates service/repairs when necessary. Coordinates with GSA in acquiring new GSA-leased vehicles.
- Procures, through Requests for Proposal, substance abuse, mental health, and sex offender treatment services. Manages treatment services budget. Monitors treatment services providers' adherence to Federal policies. Processes substance abuse treatment, mental health treatment, sex offender treatment, and location monitoring invoices to assure that contracted invoices are balanced and submitted for payment and paid in a timely manner.
- Monitors/validates the district's monthly postage expenditures.
- Performs other duties as assigned.

Work Environment/Physical Demands

Work is performed in an office setting and may require travel to other offices or off-site locations.

Required Competencies

- Knowledge or the ability to swiftly acquire knowledge of all procedures and practices as they relate to Budget management and processing of the court unit. Knowledge or the ability to swiftly master comprehension of judiciary budget policies, processes, reports, and relevant guidelines for each area of operation within the court unit. Knowledge or the ability to quickly become proficient in government accounting practices, procedures, and principles, including internal controls. Knowledge or the ability to quickly become proficient in financial systems and how to use automated systems to perform day-to-day activities. Knowledge or the ability to efficiently develop an understanding of the accounts, procedures, and applicable financial automated systems of the judiciary. Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the court unit. Ability to troubleshoot errors and their probable causes.
- Knowledge or the ability to quickly become proficient in the overall fiscal reconciliation process. Knowledge of standards and objectives of internal controls. Skill in preparing financial reports. Skill in monitoring and reconciling accounts and ledgers. Skill in recording invoices, vouchers, and records of payment.
- Knowledge or the ability to swiftly acquire knowledge of the purpose and processes related to budget decentralization to include allotments. Knowledge of the purpose and processes related to budget planning, execution and funds management. Knowledge or ability to rapidly learn concepts of federal appropriation law, judiciary regulations and the Guide to Judiciary Policies and Procedures. Skill in independently analyzing and reviewing accounts. Ability to independently analyze financial operations and develop recommendations for improvements.
- Knowledge or the ability to adapt to new information and processes of budgeting and federal judiciary budget guidelines and policies, including allocation formulas processes and guidelines. Knowledge or the ability to efficiently develop understanding of procurement, property management, project management, organizational design, and facilities processes and procedures. Skill in preparing and analyzing budget, financial, and statistical reports. Skill in recognizing financial and operating trends and developing recommendations that address issues identified. Skill in analyzing prior year's budget and spending plans and financial forecasting. Skill in researching, analyzing, and resolving administrative and operations problems.

- Knowledge of court operations, functions, and organizational structure of the court unit and the relationship with other court units. Knowledge of the Guide to Judiciary Policies and Procedures, and internal controls guidelines and how they apply to the court unit.
- Knowledge of, and experience with Administrative Office audit policies, procedures, and standards; knowledge of audit principles.
- Ability to communicate effectively (both orally and in writing) with individuals and groups to provide explanations of complex budget and financial information, policies, and activities. Ability to interact effectively and appropriately with others, provide customer service, and resolve difficulties when complying with regulations, procedures, and court confidentiality requirements. Ability to relay complex information and policies effectively. Ability to interact tactfully with a wide variety of people. Skill in facilitating discussions with managers and other budget specialists at all levels all the way up to the AO level.
- Knowledge of, and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment. Incumbent must possess initiative and integrity. Ability to apply complex policies when making decisions.
- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software, including Judiciary Integrated Financial Management System (JIFMS), Judicial Payroll Projection System (JPPS), and spreadsheet programs. Skill in interpreting and analyzing data from a variety of financial databases.

Minimum Qualifications

- CL-27: Two years of specialized experience; **or** Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:
 - An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
 - Standing in the upper third of the class;
 - "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
 - Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
 - Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.
- CL-28: Two years of specialized experience; or Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.
- Specialized experience is defined as progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

Preferred Qualifications

- A bachelor's degree from an accredited four-year college or university, preferably in accounting, finance, business, or related field.
- Knowledge of judiciary financial procedures, internal controls, and procurement practices.

Procedures for Applying

After reviewing the job description and qualifications, please prepare the following:

1. Letter of interest explaining how your professional experience qualifies you for the position. It should not exceed three pages. Please answer the following questions:
 - What have you done in the past three years to develop your professional skills, and describe what you believe to be your greatest professional attribute?
 - What do you consider your most significant contributions to your district?
 - What aspects of this position do you think will pose the greatest challenges for you, and how would you prepare yourself to respond to these challenges?
2. Resume

Please submit the above documents in one PDF via email to GAS_PERMGR@gas.uscourts.gov by COB on January 23, 2026.

The U.S. Probation Office reserves the right to amend or withdraw any 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 U.S. Probation Office is an Equal Opportunity Employer.