

UNITED STATES PROBATION OFFICE

Southern District of Georgia

Operational Administrative Assistant

Vacancy Announcement # 26-07



Posting Date:	05/12/2026	Salary:	\$ 49,361 -\$80,265
Closing Date:	06/12/2026	Location:	Savannah, GA
Type:	Permanent Full-Time	Classification Level:	CL 25

Introduction

The U.S. District Court for the Southern District of Georgia is comprised of three authorized District Judgeships, two senior judges, and three magistrate judges. The Southern District of Georgia is headquartered in Savannah and has divisional offices in Augusta and Brunswick. The Probation Office has an opening for an Operational Administrative Assistant in Savannah, Georgia.

Job Summary

This position is in the U.S. Probation and Pretrial Services Office. The incumbent ensures the integrity and efficiency of the Probation Automated Case Tracking System (PACTS) database, runs PACTS statistical reports, monitors CM-ECF document extractions, monitors and distributes CM-ECF court orders, and submits statistical and sentencing data to the U.S. Sentencing Commission, Bureau of Prisons, and other agencies. The incumbent provides technical, administrative, and case management support to probation/pretrial services officers in a wide range of areas, including assisting officer specialists in completion of specialized tasks relative to specialized programs such as drug aftercare treatment, re-entry/drug court programs, and special project development. The incumbent performs operational assistance to supervisors, officer specialists and probation/pretrial services officers. The incumbent has a thorough understanding of policy and procedures and requires minimal supervision.

Representative Duties

- Ensures the integrity and efficiency of the PACTS database, identifies data entry errors and/or deficiencies, and makes corrections as necessary.
- Maintains accuracy and completeness of official case records.
- Generates statistical reports to monitor missing information in PACTS and takes corrective action.
- Transmits statistical and sentencing information to United States Sentencing Commission.
- Conducts record checks on various automated systems. Ensures that database information is complete and required data is properly recorded. Maintains certification in various law enforcement databases.
- Conducts all facets of case progression and management, including opening and closing of pretrial intakes and pretrial and post-conviction supervision cases in accordance with established case management procedures. Enter all case data into automated database (PACTS).
- Maintains and mails urinalysis tests and materials to laboratories for confirmation. Maintains inventory of supplies.
- Participates in and contributes to ongoing operational training programs.
- Prepares Judgments and Statements of Reasons for Magistrate Court and District Court.

- Assists with preparation of documents based on the policies of the assigned unit. Document preparation may include drafting documents, proofreading for content and grammatical errors; reviewing for format issues; and editing of documents.
- Updates the automated District Court calendar to reflect the assigned officer and ensures the appropriate staff receive notification of the event.
- Prepares collateral requests on behalf of officers and submits them to other districts and agencies.
- Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Ability to learn and adapt to changing technologies related to supervising offenders/defendants. Skill in interpreting and analyzing data from a variety of investigative databases.
- Assists with training staff in the operational policies and procedures of the district as needed.
- Performs other operational and administrative duties as assigned.

Qualifications

- Three years of specialized experience, and completion of a bachelor's degree from an accredited college or university is preferred.
- Specialized experience is defined as administrative or operational support experience demonstrating the ability to maintain accurate records, review information for completeness, and assist with document and data processing. Qualifying experience includes organizing and maintaining files, verifying information for accuracy, preparing reports or correspondence, and providing administrative support to staff.

Procedures for Applying

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

- Cover Letter addressing your skills and experience, with an explanation as to how those skills and experience may contribute to the organization;
- Completed AO78 (available at <https://www.gasp.uscourts.gov/employment-opportunities>);
- Most recent performance evaluation;
- List of 3 professional references; and
- Copy of college transcripts (if applicable)

Please submit the above documents in one PDF via email to GAS_PERMGR@gas.uscourts.gov by COB on June 12, 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.