



**Leon A. Epps, Jr.**  
**Chief U.S. Probation Officer**

**U.S. PROBATION & PRETRIAL SERVICES OFFICE  
DISTRICT OF MARYLAND**

**VACANCY ANNOUNCEMENT #25-01  
PROBATION CLERK**

**Position:** U.S. Probation Clerk

**Position Location:** Baltimore and/or Greenbelt, MD

**Salary Range:** CL 24 (\$50,641 - \$82,305)

**\*\*Starting salary is dependent upon education, experience, and qualifications.**

**Closing Date:** Open Until Filled. Multiple positions may be filled from this vacancy announcement.

The United States Probation & Pretrial Services Office for the District of Maryland serves the Court and the community by promoting public safety and supporting the fair and equitable administration of justice. We strive to provide a seamless continuum of superior investigation and supervision services through a professional and impartial approach. We pledge to maintain integrity and to treat all persons with dignity and respect.

**Major Duties/Responsibilities**

Provide administrative/clerical support to U.S. Probation Officers in accordance with established office policies and procedures.

Perform data entry functions in the Probation/Pretrial Services Automated Case Tracking System (PACTS); generate standard reports from databases and automated systems.

Conduct criminal record checks through local and national law enforcement databases.

Classify, scan, and upload documents into (PACTS).

Maintain, update, and track electronic case files.

Prepare reports, letters, notices, and other correspondence using templates and forms.

Process various Court documents.

Perform back-up reception duties which includes answering and screening telephone calls, greeting visitors, and sorting, distributing, and processing mail (paper and electronic).

Perform other related duties as assigned.

### **Qualifications Required**

High school diploma or equivalent.

At least 2 years progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Court (local, state, federal) experience preferred.

Must be computer literate (Windows; Microsoft applications such as Word; Adobe; and database systems).

Ability to exercise initiative in handling assignments.

Must possess integrity, tact, maturity of judgment, and trust.

Must have excellent written and oral communication skills, as well as problem solving skills.

Must have effective interpersonal skills and the ability to work in a team environment, as well as the ability to interact and communicate effectively with people of diverse backgrounds, including defendants, persons under supervision, law enforcement personnel, and the public.

Ability to meet recurring deadlines in a fast-paced environment.

Ability to organize and prioritize work and be detail oriented.

Professional demeanor.

Flexibility in adapting to and embracing workplace changes.

### **Conditions of Employment/Requirements**

Applicants must be United States Citizens or eligible to work in the United States.

All employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

All information provided by applicants is subject to verification. Applicants are advised that false answers or omissions of information on application materials or inability to meet the conditions/requirements may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

## **Employee Benefits**

**[Benefits | United States Courts \(uscourts.gov\)](#)**

Telework options – after 6 months, may telework 1 day a week; after 1 year may telework 2 days a week.  
Earn 104 hours paid vacation per year; 160 hours after 3 years; and 208 hours after 15 years.  
Earn 104 hours of paid sick leave per year.  
11 paid holidays per year.

## **Application Instructions**

**Qualified applicants must email a cover letter and resume to [applications@mdp.uscourts.gov](mailto:applications@mdp.uscourts.gov). The subject line should state - Probation Clerk Application 25-01. Please note in your cover letter which location you are applying for: Baltimore, Greenbelt, or both.**

All applications will be reviewed and only the most qualified applicants will be invited for an interview. Applicants who do not meet the specified qualifications will not be considered.

The agency does not reimburse travel expenses related to an interview or pay relocation expenses.

## **Additional Information**

Employees of the U.S. Probation & Pretrial Services Office are excepted appointments, not civil service. Excepted appointments are “at will” and can be terminated without cause.

The U.S. Probation & Pretrial Services Office reserves the right to amend or withdraw this announcement, fill the position at any time, or hire more than one applicant from this announcement, all with or without written notice to applicants or further advertising. 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 elect to select a candidate from the original qualified applicant pool.

***WE ARE AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES DIVERSITY AND INCLUSIVENESS.***