



www.gamp.uscourts.gov

Announcement Date:

May 22, 2026

Closing Date:

June 12, 2026

How to Apply:

Priority will be given to applications received by June 12, 2026. Qualified applicants should submit the following documents to HR@gamp.uscourts.gov:

- Cover letter
- Completed [Application For Judicial Branch Federal Employment form AO-78](#)
- Resume and;
- Copy of College Transcripts

Subject line of email must contain: **PTS Student Trainee #26-07 (last name, first name, middle initial)**

CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE Middle District of Georgia

Position: Pretrial Student Trainee
(Temporary, Part-time)

Vacancy No: 2026-07

Classification: CL 22

Starting Salary: \$15.67 - \$26.92 hourly
(based on qualifications & experience)

Duty Station: Multiple Locations (district-wide)

Introduction

The United States Probation Office for the Middle District of Georgia is accepting applications for the position of a Pretrial Student Trainee. The district is comprised of divisional offices located in Athens, Albany, Columbus, Macon and Valdosta. This position may be located in any of the divisional offices and more than one position may be filled from this vacancy.

The Pretrial Student Trainee is an operational court support position. The Student Trainee provides technical, administrative, and clerical support to probation officers and probation services assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, and coordinating with collateral agencies. The Pretrial Student Trainee will work on a part-time basis (up to 30 hours/week). This is a temporary appointment which may be terminated at any time.

**This temporary appointment may be extended without further advertisement, but not to exceed one (1) year from date of original appointment.*

Responsibilities

- Assist probation/pretrial services officers with administrative duties such as scanning case documents, conducting database searches, compiling information, and entering data and information into the office's computerized database system.
- Assist officers in collecting information for investigations and verifying documentation. Observe court hearings and officer meetings with person under supervision.
- Assist with preparing and processing forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork.
- Contact various local, state, and national law enforcement and regulatory agencies as directed to collect and record information to assist with investigations.
- Perform backup clerical duties, including processing incoming/outgoing mail, photocopying, faxing, scanning and document delivery as required.
- Performs any other duties as required.

Education And Qualifications

- To qualify, the incumbent must be a high school graduate or equivalent.
- Currently enrolled student or recent graduate of an undergraduate or graduate accredited program. Proof of enrollment or graduation must be provided.
- Capable of treating people with dignity and respect at all times.
- Possess the values of professionalism, compassion, excellence, integrity, respect, and collaboration.
- Demonstrate a commitment to promoting teamwork.
- Be flexible and adaptable to change.
- Able to multi-task, prioritize work, and meet established deadlines.
- Maintain confidentiality.

Preferred Skills/Qualifications

- Knowledge and proficiency in the use of word processing and other office system technologies to produce reports, documents, and correspondence.
- Excellent written and communication skills.
- Excellent organizational skills and attention to detail.
- Exercise mature judgement and maintain strict confidentiality.

Conditions of Employment

- Employment from outside the system is provisional pending the successful completion of an OPM background investigation and favorable suitability determination. All information provided by an applicant is subject to verification and investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds of non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- Judiciary employees serve under “Excepted Appointments” and are considered “at will” and may be terminated with or without cause; however, pursuant to 18 U.S.C. § 3602, probation officers may only be removed “for cause.” Federal Civil Service classifications and regulations do not apply.
- U.S. Probation Office employees are required to adhere to the [Code of Conduct for Judicial Employees](#) which is available upon request.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or legally eligible to work in the United States.

Benefits

Employees may be eligible for judiciary benefits, to include: paid annual (vacation) and sick leave; periodic salary increases; a minimum of eleven (11) paid holidays per year; health and life insurance; dental and vision insurance; Flexible Benefits Program (medical and dependent care reimbursement); retirement benefits; Thrift Savings Plan (TSP) participation with employer matching contributions (up to 5%); and the Employee Assistance Program (EAP).

Application Process

Applications should be received by June 12, 2026. Qualified applicants should submit the following documents to HR@gamp.uscourts.gov:

- A cover letter expanding on the applicant’s interest in the position, qualifications, education, and experience;

- A completed Application For Judicial Branch Federal Employment form AO-78;
- Resume;
- Copy of college transcripts; and
- Subject line of email must contain: **PTS Student Trainee #26-07 (last name, first name, middle initial)**

Selection Process

Tier I – Resume Packets Reviewed: Each applicant’s resume packet will be reviewed by the Chief U.S. Probation Officer or his assigned designee. The most qualified applicants will be selected to progress to Tier II. We anticipate this phase to take at least one week from the closing date of the announcement.

Tier II – Testing: Candidates advancing to this tier will be scheduled to complete a virtual assessment designed to evaluate written and verbal communication skills, as well as analytical reasoning abilities. All testing will be conducted online and reviewed by a panel of employees. Candidates who perform well on the assessment will be eligible to advance to the interview stage, and only those selected for an interview will be contacted.

Tier III- Interview: Candidates selected for this stage will be scheduled for a personal interview before a panel of employees, including the Chief U.S. Probation Officer at a date and location to be determined. Only the candidates selected for interviews will be contacted.

Please note that the Court is not authorized to reimburse candidates for travel in connection with testing, interviews, or relocation expenses.

Disclosures

This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the *Code of Conduct for Judicial Employees* which is available for review upon request. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice.

Additional information regarding the U.S. Courts, the Judiciary Code of Conduct, and federal benefits can be found at www.uscourts.gov.

The United States Judiciary is an Equal Opportunity Employer.