



UNITED STATES PROBATION AND PRETRIAL SERVICES District of New Hampshire

John P. Bendzunas, Chief U.S. Probation & Pretrial Services Officer

CAREER OPPORTUNITY

55 Pleasant Street
Concord, NH 03301

www.nhp.uscourts.gov



The U.S. Probation and Pretrial Services District of New Hampshire's primary office is in Concord, NH, with a satellite office in Manchester, NH. We proudly serve the 1.4 million citizens of the Granite State.

Empowering Change
Improving Lives
Protecting Communities

PROBATION SUPPORT TECHNICIAN VACANCY #26-01

Duty Station: Concord, NH **Posted:** September 11, 2026
Status: Full-Time Temporary* **Reports To:** Supervisory U.S. Probation & Pretrial Officer
Classification: CL 23/01 - CL 23/24 **Transfers Open:** Yes
Salary Range** \$45,695 - \$56,673

* Not to exceed one year and one day, with the possibility of extension or becoming permanent.

** Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

Closing Date: Open Until Filled

Preference to those who apply by October 2, 2026

POSITION OVERVIEW

The U.S. Probation and Pretrial Services Office for the District of New Hampshire has an opening for a Probation Support Technician.

We believe leadership is a shared responsibility of all team members, and we expect staff at all levels to lead from where they stand. We promote professional development, encourage creativity and ingenuity in problem solving.

Probation Support Technicians assist Probation Officers with the investigation and supervision of persons charged with and convicted of federal crimes by providing technical and administrative support in a wide range of areas, including conducting investigations, compiling criminal histories, collecting documentation and reports, coordinating with collateral agencies, and performing other similar duties as assigned.

Judiciary employees are entitled to standard federal benefits such as paid vacation and sick time, health/dental/vision insurance, life insurance, long-term care, flexible benefits (health care/dependent care) and a retirement program that includes a tax-deferred retirement savings plan ([Thrift Savings Plan](#)) and pension.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This is a temporary position with the possibility of extension or becoming permanent after one year and one day.

U.S. Probation and Pretrial Services reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

[Learn More About Working With U.S. Probation & Pretrial](#)

U.S. Probation and Pretrial District of New Hampshire is an Equal Opportunity Employer.

HOW TO APPLY

Applicants must submit all documents listed below in ONE PDF FILE to

apply@nhp.uscourts.gov

Subject of Email: VA 26-01

1. Letter of Interest

- Your skills and experience, with an explanation of how those skills and experience may contribute to the organization.
- How your overall experience and preparation relates to the stated duties and responsibilities.

2. Resume

3. Professional References

4. AO 78 Application for Federal Judicial Branch Employment* found [here](#).

** Due to the high sensitivity of this position, the optional background questions (18-20) on the AO 78 Application for Federal Judicial Branch Employment MUST be answered.*

Application packets may also be submitted via fax at

603-369-5319

or mailed to

U.S. Probation & Pretrial Services Office

Attn: Human Resources

Vacancy #26-01

55 Pleasant Street, Rm. 211

Concord, NH 03301

[Learn More About
Judiciary Policies](#)

The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.

POSITION DESCRIPTION

Probation Support Technicians assist and support Probation Officers with various tasks including both operational and technical duties to help keep the office running smoothly. Responsibilities include, but are not limited to, the following:

- Assists officers performing investigations of all types for the office and other districts (e.g. collateral, presentence, post sentence, etc.). Contact local law enforcement and community agencies to collect and record information for both presentence investigation and collateral investigation reports.
- Assists U.S. Probation Officers in compiling, analyzing, researching, and evaluating information gathered during investigations for presentence reports, supervision files, and court documents.
- Conducts case file reviews and advises officers and officer assistants of matters needing their attention and prepares applicable forms, documents, and reports.
- Contacts clients and their families by telephone or other electronic correspondence under the direction of U.S. Probation Officers/Officer Assistants. Investigates employment/sources of income, lifestyle, and associates to help assess risk and compliance factors.
- Opens, closes, prepares, and updates case information.
- Observes collection of urine samples from clients of the same gender in accordance with established procedures for substance abuse testing protocol. Maintains chain of custody of urinalysis materials. Maintains paper and computerized record of test results and informs officers of test results. Maintains and mails or transports tests and materials to laboratories for confirmation. Please note that client contacts occur in a controlled office setting.
- Operates various criminal justice, law enforcement, and probation automated systems, and enters documentation into databases.
- Participates in ongoing training and development programs.
- Assists with administrative duties, including front desk coverage, processing mail, scanning documents, and routes documents to staff and outside agencies as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school graduate or equivalent, plus two years of general experience. General experience is defined as responsible clerical, office, or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience with one academic year (30 semester or 45 quarter hours of undergraduate study) equaling one year of general experience

- Ability to exercise discretion and sound judgment, maintain confidentiality
- Acts with integrity
- Accurate data entry, data analysis, and critical thinking skills
- Effective interpersonal skills and the ability to be successful in a team environment
- Ability to interact and communicate effectively with people of diverse backgrounds, including persons under supervision, law enforcement personnel, and the public
- Detail oriented with the ability to organize and prioritize work
- Proficient use of automated software applications (Microsoft Office 365, Adobe Acrobat, etc.)
- Skill in spelling, grammar, proofreading, and the preparation of various forms, documents, correspondence and reports
- Maintenance of electronic files and tracking systems

U.S. Probation and Pretrial District of New Hampshire is an Equal Opportunity Employer.

JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Flexible Work Schedule
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401(k)-styled program with up to 5% match
- Fitness Center

[Learn More
About Benefits](#)

PREFERRED SKILLS

- Associates and/or bachelor's degree from an accredited college or university in such fields as criminal justice, criminology, psychology, sociology, human relations, business, or public administration
- Legal, financial and/or court experience
- General knowledge of the criminal justice system and probation and parole procedures, and supervision process
- Able to work under pressure with short deadlines while maintaining a positive and professional demeanor
- Desire to work in a team-based culture while completing some tasks independently without daily supervision
- Accept and embrace a culture of professional feedback and coaching

EMPLOYMENT SUITABILITY

Conditions of employment for a Probation Support Technician include acceptable references and successful completion of a background check. Candidates selected for this position will be hired provisionally pending the outcome of the background check. An unsatisfactory background check may result in termination of employment.

Applicants must be U.S. citizens or eligible to work without restriction in the United States.

Employees are required to use direct deposit for payroll.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.

[Learn More About Employment Suitability Here](#)

SELECTION PROCESS

After review of the application packets, highly qualified applicants will be invited in for one or more personal interviews.

Due to the volume of applications received, only applicants who are selected for interview will receive a written response regarding their application status.

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.