



EMPLOYMENT OPPORTUNITY  
with the  
United States District Court  
Probation Office  
Northern District of Georgia



**PROBATION CONTRACT SPECIALIST/TRAINING COORDINATOR**

CL 26 (Steps 1-61)

Vacancy Announcement # 25-13

Salary Range: **\$56,935 - \$92,512**

Promotion Potential to CL 27

Opening Date: **May 9, 2025**

Closing Date: **May 23, 2025, @ 4:45 PM**

**OVERVIEW:** The United States Probation Office for the Northern District of Georgia has an immediate opening for a Contract Specialist/Training Coordinator in the Atlanta office. This position primarily performs the duties of a Contracting Officer (CO), with additional responsibilities related to training coordination.

As a Contracting Officer, the incumbent maintains a valid CO certification and is responsible for processing and coordinating in-district and out-of-district travel vouchers. The role includes overseeing and administering professional, technical, administrative, and organizational work to ensure that the U.S. Probation Office has access to essential treatment services. This includes ensuring compliance with relevant guidelines, policies, and approved internal controls. The CO also assumes custodial responsibility for non-information technology inventory, manages the assignment and oversight of GSA vehicles, and handles associated paperwork (e.g., license plates, vehicle repairs, accidents).

In addition to CO duties, the incumbent serves as a Training Coordinator and Contract Specialist, performing and coordinating administrative, technical, and professional training activities. They act as a resident authority to ensure training complies with established policies, procedures, and internal controls for the U.S. Probation Office. The duties also entail overseeing the districts intern program.

**REPRESENTATIVE DUTIES MAY INCLUDE:**

- Serves as CO for procurement of training services, treatment services, and Second Chance Act (SCA) products and services.
- Maintains CO certification by completing continuing education requirements. Ensures all activities are compliant with Judiciary policy and internal control procedures.
- Conducts physical sighting of non-accountable property (furniture) as required. Inventories non-automation items upon receipt.
- Manages special projects as assigned.
- Assess training needs through surveys, interviews with employees, and consultation with managers to identify skills or knowledge gaps that need to be addressed. Advises the Executive Leadership Team of relevant training for specific positions within the Probation Office.
- Coordinates, delivers, and evaluates training programs, including those developed inhouse and those developed by outside vendors. Serves as a platform instructor, group facilitator, discussion leader, and coordinates various public outreach programs.

- Manages funds allocated for training programs and vendor-delivered courses. Prepares annual cost projections and monthly accruals of training expenditures.
- Reviews and processes all travel vouchers associated with training in JIFMS. Reconciles Citibank travel bill.

## BENEFITS

- Accrual of paid vacation and sick leave days, based on length of service.
- Eleven paid holidays during the year
- Pre-tax benefit programs (health, dental, and vision insurance; flexible spending accounts; parking reimbursement)
- Available group life insurance
- Telework (for qualified employees)
- Public transportation subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee's contribution)

- Serves as a member of the training committee that coordinates district wide training for staff. Identifies, recommends, and coordinates staff and external consultants who may provide training services. Coordinates training and development support services including logistics, training aids/materials, budget, travel arrangements for outside trainers, and other associated tasks.
- Administers orientation programs for new employees. Coordinates new employee training and distribution of training materials and required manuals and guides, to include arranging for new officers to attend training at the Federal Probation and Pretrial Academy. Formulates training and lesson plans. Updates orientation programs, training, and lesson plans as required.
- Researches and drafts training manuals and materials for use by court personnel. Adapts vendor-produced courses, instructional materials and guides for use by staff.
- Formulates both short and long-range training plans for approval by senior management and develops an annual training plan to meet the court unit's training needs. Publishes a recurring training schedule and tracks training requirements for staff.
- Audit training programs to ensure they are current and continue to meet the needs of the district and the district's employees. Provides supervisors with feedback regarding staff training, development efforts, and accomplishments.
- Performs other related duties as assigned.

## REQUIRED EDUCATION/EXPERIENCE:

Two years of specialized experience, including at least one year equivalent to work at the CL 26 level.

Completion of the requirements for a bachelor's degree from an accredited college or university.

Excellent communication and organizational skills are required; experience in developing and facilitating training is essential. The ability to work effectively under pressure and adapt to a variety of duties is necessary. Candidates must have a minimum of two years of specialized training experience.

Specialized experience is defined as progressively responsible technical and training experience that is in, or closely related to, the work of the position and which has demonstrated the knowledge, skills, and abilities to successfully perform the duties of the position.

## HOW TO APPLY

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch Application for Employment [Link to Form AO 78](#)
- 2) Cover letter addressing qualifications and relevant experience
- 3) Chronological resume including education, employment, and salary history

Submit your completed package as a single PDF electronically to:  
HR\_GAND@gand.uscourts.gov

or via mail to:

**United States District Court**  
**Attn: Human Resources Manager,**  
**Vacancy #25-13**  
**75 Ted Turner Drive, SW**  
**Room 2013**  
**Atlanta, GA 30303-3338**

All applicants will be screened, and only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.

## KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of training resources, policies, procedures, practices, and standards.
- Knowledge of training design and layouts.
- Skill in working with managers on training requests.
- Skill in developing presentation materials and training aids.
- Skill in planning, organizing, managing logistics, and maintaining training records.
- Extensive knowledge of adult learning theories, career development theories, online learning methods, and needs assessment techniques.
- Skill in facilitating discussions and learning exercises with individuals and groups.
- Skill in evaluating, selecting, and negotiating with vendors.
- Ability to learn and convey new material to individuals and groups.
- Ability to work independently, with minimal direction or management oversight.
- Ability to anticipate and respond to changing priorities and effectively multitask.
- Skill in recommending training initiatives to senior management.
- Skill in creatively presenting ideas and information.
- Skill in strategic planning for short-term and long-term training programs.
- Skill in listening and coaching.

## PREFERRED QUALIFICATIONS:

- Proficiency in Microsoft Office software (Excel/Word) is desirable.
- Federal Judiciary experience and knowledge of procurement policies and procedures is desirable.
- Federal Judiciary training experience is highly desirable.

**NOTICE TO APPLICANTS:** Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All employees of the Clerk’s Office are required to adhere to a Code of Conduct, copies of which are available upon request. All employees serve a one-year probationary period. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States.

The United States District Court is a part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory

provisions that govern civil service positions.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process as well as disciplinary action if discovered after an individual’s date of hire.

**ABOUT ATLANTA:** Rich in arts and culture, “The City in the Forest” is a leader in film and TV production and home to several professional sports teams including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.



THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.