



ANTHONY MEROLLA
Chief U.S. Probation Officer

Detroit

231 W. Lafayette Blvd.
Detroit, MI 48226

Ann Arbor

200 E. Liberty St.
Ann Arbor, MI 48104

Bay City

1000 Washington Ave.
Bay City, MI 48708

Flint

600 Church St.
Flint, MI 48502

Port Huron

526 Water St.
Port Huron, MI 48060

www.mied.uscourts.gov

Important Dates

Opening Date:

July 24, 2026

Closing Date:

August 23, 2026

Anticipated Start:

October 2026

Apply to:

[Application Link](#)

*The U.S. District Court for
the Eastern District of
Michigan is an Equal
Opportunity Employer.*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MICHIGAN

Position: Temporary Probation Services Technician

Vacancy #: 2026-20

Classification: CL 24

Salary Range: Detroit/Ann Arbor - Starting \$49,306 to \$61,639 / Earning Potential \$80,140
Bay City - Starting \$44,701 to \$55,882 / Earning Potential \$72,654

Duty Station: Detroit, Ann Arbor or Status: Temporary - One Year and A Day*
Bay City, MI Full Time

Open to: All qualified candidates Number of Positions: 1

**With the possibility of extension or becoming permanent*

POSITION OVERVIEW

This position is located in the Probation Department for the U.S. District Court, Eastern District of Michigan and reports directly to the assigned Supervising U.S. Probation Officer. Under the direction of a U.S. Probation Officer, the employee assists with the investigation and supervision of persons charged with and convicted of committing federal crimes by providing technical and administrative support for the U.S. Probation Officers in a wide range of areas, including conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties as assigned.

Work is generally performed in an office setting, where persons with violent backgrounds may be present. Light lifting of boxes of case records and office supplies is required. Occasional travel within and outside of the District may be required. The work may require occasional work outside the normal Court hours.

Duties include, but are not limited to the following:

Under the direction of a U.S. Probation Officer:

- Conducts case file reviews and advises officers and officer assistants of matters needing their attention and prepares applicable forms, documents, and reports.
- Assists U.S. Probation Officers in conducting investigations which includes preparations of prior records and personal family data.
- Assists U.S. Probation Officers in compiling, analyzing, and evaluating information gathered during investigations for presentence reports, supervision files, and court documents.
- 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.
- Assists with providing safety information to U.S. Probation Officers in the field.
- 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.
- Operates various criminal justice, law enforcement, and probation automated systems, and enters documentation into PACTS and other databases.
- Participates in ongoing training and development programs.
- Assists with clerical 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.

MIEP MISSION

The United States Probation Department for the Eastern District of Michigan is a component of the United States Courts. The department is responsible for community corrections.

We are committed to maintaining a diverse organization that provides factual investigations, quality supervision and support services to the United States Courts. We are dedicated to enforcing Court ordered sanctions, minimizing risk to the public, and providing persons under supervision with the opportunity for correctional treatment.

Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered “at will”.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court 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.

QUALIFICATIONS

Qualifications must be met at the time of the application.

Required:

High school graduation or equivalent with a minimum of one year of specialized experience as defined below.

Specialized Experience: 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. **Experience as a police, custodial, or security officer, other than any criminal investigation experience, is not creditable.**

Preferred:

- Bachelor’s degree from an accredited college or university in such fields as criminal justice, criminology, psychology, sociology, human relations, business or public administration.
- Currently performing similar duties in a legal, human services, and/or community correction setting. Similar roles may include case manager, case worker, client services specialist, foster care specialist, child protective services case worker and social worker.

APPLICATION PROCEDURE

Applicants must submit their application and required documents using the link below.

[Application Link](#)

Required Documents:

- Cover letter (include vacancy number **AND** preferred duty station)
- Resume
- Completed application [Form AO-78](#)

Application materials that do not adhere to this procedure may not be considered. Separate applications must be made to individual vacancy announcements. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

BENEFITS

Local (when/where available): Federal Court employees receive local benefits outlined [here](#).

National: Federal Court employees receive national benefits outlined [here](#).