



United States Probation
District of Vermont
11 Elmwood Avenue
Suite 402
Burlington, VT 05401
(802) 951-652-3000

Burlington:

(BN Pay Table) Burlington-
South Burlington, VT
CL 23: \$41,170 - \$66,971

The salary at the time of appointment will be set in accordance with the Court Personnel System. Lateral transfers will be considered for probation receptionists currently employed in other districts. A lateral transfer is considered a receptionist's current Classification Level (up to CL-23) and Step from their current pay table to the Burlington-South Burlington Pay Table. The agency is unable to match locality pay.

U.S. PROBATION OFFICE
DISTRICT OF VERMONT

Vacancy Announcement: 26-04

PROBATION RECEPTIONIST

Location: Burlington

Status: Full-Time Permanent

Classification: CL-23

Hours: Mon – Fri/8:30AM – 5:00 PM

Reports To: Administrative Manager

Posted: 10/5/2026

Closing Date: 10/30/2026

Candidates appointed at CL-23 will have a potential promotional opportunity to CL-24 Probation Support Technician and CL-25 Probation Services Assistant without further competition (based upon performance, accretion of duties, and budgetary funding).

The U.S. Probation Office for the District of Vermont has an immediate opening for one full-time receptionist position in Burlington.

Candidates will find the U.S. Probation Office in the District of Vermont is a great place to launch or continue a career with the federal court system. We offer a stable, positive and professional work environment, a competitive salary range and full federal benefits. Our agency is currently comprised of 23 staff members and our district headquarters is located in Burlington with divisional offices located in Brattleboro and Rutland.

Job Summary: The Probation Receptionist provides office reception in accordance with internal policies and procedures and provides administrative support to probation officers in a wide range of areas, including preparing form documents and correspondence, creating and maintaining case files, and other related duties.

Representative Duties:

Representative duties include, but are not limited to, the following:

- Perform receptionist duties by greeting visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Route all duty calls to duty officers.
- Complete required training programs as directed by Administrative Manager.
- Maintain office supply inventory and make purchases as needed.

- Inform offenders/defendants reporting for supervision or investigation on procedures for completing appropriate forms and authorizations. Advise offenders/defendants reporting for the first time regarding officer assignment and basic initial procedures.
- Receive, scan and upload incoming documents into client electronic case file and automated case management database.
- Distribute incoming mail to appropriate staff or offices. Collect and deliver mail/documents to other agencies in close proximity to the office. Utilize and maintain mail meter machine and process outgoing mail.
- Prepare petitions, orders, letters, memoranda, appointment notices, and other correspondence, including typing, keyboarding, formatting, proofreading, and generating documents from templates and notes. Record chronological entries.
- Gather case statistics and provide information to data quality analysts.
- Create new investigative files at the direction of probation officers and maintain files up-to-date and in accordance with established office policies and procedures.
- Perform other related duties as required.

Qualifications: The minimum qualification requirements for this position are:

- high school graduate or equivalent, and
- two years of general experience

General experience is progressively responsible clerical, office, or other work that 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 on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Court-Preferred Skills: A Probation Receptionist must possess the ability to communicate effectively with a wide variety of people of diverse backgrounds; ability to work in a diverse office environment with frequent interruptions; ability to maintain a professional and approachable disposition; possess the ability and demonstrate the willingness to increase knowledge and skills; possess the ability and desire to function effectively and harmoniously in the office environment; possess demonstrated and sustained exceptional work performance.

Required Clearances: A criminal background investigation (requiring the applicant to be fingerprinted) will be conducted on the person selected for hire.

Citizenship: Applicant must be a U.S. citizen or a lawful permanent resident that is eligible to work in the U.S. and is either currently seeking U.S. citizenship or intends to become a U.S. citizen when eligible. To review citizenship requirements for employment in the Judiciary, please visit <https://www.uscourts.gov>.

Employee Benefits: United States Probation Office employees are Judicial Branch employees and are not covered by Office of Personnel Management (OPM) regulations. They are, however, entitled to the same benefits as other Federal employees. Some of these benefits are:

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Sick leave earned at four hours per pay period (13 days per year).
- Participation in the Federal Employees Retirement System and in a tax-deferred and/or Roth Thrift Savings Plan (TSP)--similar to a 401K plan (with up to 5% match).
- Voluntary participation in Federal health insurance, dental, and vision programs.
- Voluntary participation in the Federal Employees' Group Life Insurance Program.
- Up to 11 paid holidays per year.
- Optional enrollment in the Federal Long Term Care Insurance Program (FLTCIP), Federal Judiciary employees' Flexible Spending Accounts (FSAs) and commuter benefits programs.
- Time-in-service with other Federal agencies and prior military service will be taken into consideration in computing employee benefits.

Application Process: To apply for the Probation Receptionist position, qualified candidates are required to submit the following in one pdf document:

- A cover letter which includes the following:
 - Vacancy number 26-04
 - Why you are interested in the position
 - Overall qualities and/or strengths that you will bring to the position
 - Describe your core values
- A current detailed resume (including training that you have completed and certifications obtained)
- AO-78, Federal Judicial Branch Application for Employment (download from <https://vtp.uscourts.gov/Careers>)
- Email to Dori Greene, Administrative Manager at: employment@vtp.uscourts.gov.
- Application packets will not be considered complete unless all items listed above are included. Only one application per candidate will be accepted for this announcement.
- Travel and relocation expenses will not be reimbursed.
- All employees (except law enforcement officers) of the U.S. Probation Office are considered "at will" employees and, as such, can be terminated with or without cause by the Court.
- 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.
- The office reserves the right to amend or withdraw this announcement without written notice to applicants.
- Performance will be monitored closely during the first year of this position.

- This position is subject to mandatory Electronic Fund Transfer participation of net pay.
- Qualified applicants may be required to complete a written test/exercise prior to consideration of an interview.
- Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.

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