

Richard Sheppard Arnold
United States Courthouse
600 West Capitol Avenue
Little Rock, AR 72201



Position Includes:

Flexible Hours
Ability to Work up to 40
Hours a Week
Opportunity to Learn
about U.S. Probation and
Pretrial Services

Little Rock is the capital
and the most populous
city in Arkansas.



U.S. Probation and Pretrial Services, Eastern District of Arkansas



Career Opportunity – JVA#2025-05

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U.S. Probation Operations Support Trainee

Position Type:	Full-Time, When-Actually-Employed, Non-Hazardous Duty position
Classification Level:	CL 22, Step 16 (\$17.93 per hour)
Open Date:	05/01/2025
Closing Date:	(Opened until filled)
Location:	Little Rock

POSITION OVERVIEW

The U.S. Probation Operations Support Trainee position provides a meaningful employment experience through a comprehensive view of the federal probation system. Trainee(s) will provide operational support for the probation office and learn some of the duties and responsibilities of a pretrial/probation officer. Primary job duties will include:

- Assist with answering the phone lines and responsible for front desk procedures (i.e. mail, deliveries, etc.)
- Perform administrative duties such as scanning, shredding, copying, filing, conducting database searches, chronological entries, etc.
- Run reports such as Failure to Appear (FTA), monthly specimen testing, criminal history reports (i.e. ACIC/NCIC, and AO Court Connect).
- Perform collateral investigations, including researching, retrieving, and verifying demographic information, and completing correspondence in specified format.
- Retrieve and verify criminal history information for pretrial and presentence investigations.
- Enter and maintain accurate data in the automated case tracking system (PACTS), including scanning of confidential case files and uploading files to the related case.
- Review and validate treatment services invoices for services rendered. Ensure accuracy when processing invoices. Distribute invoices to the appropriate party within set timelines.
- Accept goods and services procured by the court unit and sign appropriate documentation as verification.
- Conduct and observe urine specimen process with offenders/defendants of the same gender.
- Assist officers with low intensity caseload by verifying compliance, completing case review, and administering travel passes, as needed.

QUALIFICATIONS

- Must have a high school diploma
- Must be at least 18 years of age
- Basic computer skills
- Detail-oriented

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Arkansas is the natural state, and with its central location, Little Rock, offers an easy drive to the beautiful Arkansas State Parks and Recreation Lakes.



PREFERRED SKILLS & QUALIFICATIONS

- College degree in Criminal Justice, Social Work, Psychology, Business, or related field.
- Currently enrolled in a college/university with an area of focus in Criminal Justice, Social Work, Psychology, Business, or related field.
- Proficiency in Microsoft Office

APPLICATION PROCEDURES

A copy of the job vacancy announcement and position description is located on the Probation Office's [website](#).

[CLICK HERE TO APPLY](#)

The Eastern District of Arkansas U.S. Probation and Pretrial Services Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice.

The U.S. Probation Office is an Equal Opportunity Employer.