



UNITED STATES PROBATION AND PRETRIAL SERVICES WESTERN DISTRICT OF WISCONSIN

Vacancy Announcement No. 2026-02

CAREER OPPORTUNITY

Position Title:	Budget and Procurement Specialist
Position Type:	Full-Time Permanent
Duty Station:	Madison, Wisconsin
Salary Range:	CL 27 (\$59,732-\$97,098) Based on experience, education, and qualifications (Promotion potential to a CL 28 is possible without further competition)
Opening Date:	February 24, 2026
Closing Date:	Open until filled; preference will be given to complete applications submitted by March 25, 2026
Start Date:	Flexible

DISTRICT SUMMARY

If you thrive in a fast-paced, service-oriented environment where teamwork is the standard and professional development is the goal, the U.S. Probation and Pretrial Services Office might be the right place for you!

The U.S. Probation and Pretrial Services Office for the Western District of Wisconsin is a combined probation and pretrial services district that serves 44 counties and is part of the Judicial Branch. Due to the district's size, employees gain invaluable experience by contributing to all facets of operations, offering a unique opportunity to make a significant impact across the district.

Our office is dedicated to ensuring that all aspects of service to the Court and the community remain at high levels. Delivering this high level of performance is essential to accomplish our mission, which is as follows:

Collectively, we contribute to a safer community by fostering positive, lasting change in the lives of those we serve.

Our core values are excellence, compassion, integrity, teamwork, continuous learning, respect, wellness, adaptability, and resilience. These values are the foundation that underlies our work, how we interact with each other, and the strategies we employ to fulfill our mission.

POSITION OVERVIEW

The U.S. Probation and Pretrial Services Office for the Western District of Wisconsin is seeking applicants for the position of Budget and Procurement Specialist. This full-time position will report directly to the Chief U.S. Probation Officer. The Budget and Procurement Specialist will perform

and coordinate administrative, analytical, technical, and professional work related to financial, accounting, and procurement activities of the U.S. Probation and Pretrial Services Office. They will ensure compliance with Judiciary policies, applicable laws, and internal controls. In addition, the Budget and Procurement Specialist is expected to stay informed of new policies and program developments.

REPRESENTATIVE DUTIES

Budgetary/Financial Duties:

- Assist with formulation, evaluation, and implementation of approved policies and procedures related to budget execution throughout the Probation Office. Provide analysis and recommendations regarding financial matters to the Chief U.S. Probation Officer.
- Assist with developing and maintaining the spending plan and identifying amounts required to pay personnel and to maintain basic mandatory operations, as well as amounts needed to support desired enhancements. Perform data analysis and conduct modeling based on different scenarios.
- Execute approved budget plans. Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls and changing priorities.
- Conduct planning, forecasting, and monitoring of spending, and ensure funds are used appropriately and within approved limits. Ensure allotment levels are not exceeded, and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction. Participate in advance review and approval of major purchases.
- Enter allotments or any adjustments to allotments into the financial management system and the unit's Status of Funds Report. Enter reprogramming or standard voucher transactions to move funds within a fund or from one fund to another in both the financial system and the Status of Funds report.
- Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests and approvals.
- Prepare and electronically submit the unit's Electronic Status of Funds reports monthly, as required. Maintain approved Electronic Status of Funds reports and any supporting documentation in a chronological file by fiscal year.
- Provide budget forecasting reports to the Chief U.S. Probation Officer monthly to track spending priorities and ensure that the total court unit allotment will not be exceeded.
- Develop a variety of reports based on historic and current data, including statistics on spending patterns, expense projections, and similar information.
- Respond to requests for information and clarification from department representatives regarding the budget. Track obligations and expenditures of departments to ensure compliance with spending plan, internal controls, and policy. Collect, review, analyze, and maintain records of actual operating expenses and revenues to compare with estimated budget.
- Ensure appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review purchase requests related to proposed expenses for appropriateness of procurement and sufficiency of funding.

- Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and maintain spreadsheet formats and programs for analyzing budgetary information.
- Use a wide variety of manual and automated accounting systems and tools and assist other court employees in the use of these systems and tools.
- Prepare travel authorizations and travel vouchers for probation staff and submit for reimbursement. Serve as the point of contact for travel and purchase card programs; review and process travel reimbursements and resolve submission issues as needed.
- Use a wide variety of manual and automated accounting systems and management tools to develop financial reports based on historic and current data, including statistics on staffing, spending patterns, expense projections, and similar information.
- Perform other duties as required by the Chief U.S. Probation Officer.

Procurement Duties:

- Act as Levels 1 and 3 Contracting Officer; Assist Level 2 Contracting Officers.
- Responsible for the financial management oversight of treatment services programs and make regular budget presentations to executives on spending and projections.
- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies. Verify that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Procure authorized supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Adhere to the *Guide to Judiciary Policy* regarding procurement program policies, procedures and practices. Adhere to the Court's internal control procedures and separation of duty practices.
- Identify vendors and sources of supply for goods and services. Review, evaluate, and verify accuracy of invoices and prepare payment requests.
- Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; and prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; and discuss evaluations and reviews with requesters and subject matter experts. Monitor contract performance to ensure compliance with contracted obligations.
- Assist in writing and/or revising operating procedures for procurement.
- Perform other duties as required by the Chief U.S. Probation Officer.

MINIMUM QUALIFICATIONS

To qualify for the position at a Classification Level (CL) 27, an applicant must have at least two years of specialized experience, including at least one year at the CL 25 or equivalent, or a bachelor's degree from an accredited four-year college or university in business, accounting, finance, or other field closely related to the subject matter of the position. The Budget and Procurement Specialist will need to be proficient in Microsoft Excel and will be required to complete the Contracting Officer Certification Program.

Specialized Experience: Progressively responsible experience in or closely related to the work of the position that has provided the specific knowledge, skills, and abilities necessary to successfully perform the duties of the position. This would include experience in the functional areas of financial management and administration, including budget, accounting, auditing, and/or financial reporting that provided knowledge of the rules, regulations, and terminology associated with financial administration.

PREFERRED SKILLS

In addition to the minimum qualifications, preference will be given to applicants who are able to demonstrate, through work experience or related education, knowledge of, and familiarity with the following areas:

- Financial and accounting management, budgeting and federal judiciary budget guidelines and policies, including allocating formulas, processes, and guidelines
- Accounts, procedures, and applicable financial systems of the judiciary, including JIFMS
- Auditing and internal controls review and implementation
- Government accounting and procurement processes
- A master's degree in business, accounting, finance, or related field from an accredited institution

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or eligible to work in the United States. The selected candidate will be required to live within a reasonable commuting distance of their duty station. The selected candidate will also be required to complete a background investigation, which includes a fingerprint check through the FBI, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. Employees must use electronic funds transfer for payroll deposit. The Court requires employees to adhere to a Code of Conduct as well as specific employee policies and performance expectations.

BENEFITS

Employees of the U.S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees; however, Judiciary employees are entitled to the same benefits as other federal employees. These include participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan, health and life insurance benefits, long-term disability and long-term care options, vacation and sick leave accrual, and 11 paid holidays per year. For additional information on employment with the federal courts, please visit the website for [U.S. Courts](http://www.uscourts.gov).

APPLICATION MATERIALS

Please apply using the following link: [Application Link](#)

Complete the information fields and attach the following materials:

- 1) an updated resume;

- 2) a letter of interest of no more than two pages that details your experience in government accounting and procurement. If your background is in the private sector, explain how you have tackled similar complex systems and how you will translate that experience to ensure success in this role;
- 3) an Application for Judicial Branch Employment (AO78) (the form is included in the application link); and
- 4) a list of three professional references.

Incomplete applications packets will not be considered. Only the candidates selected for interviews will be contacted. Travel expenses associated with an interview will be borne by the applicant.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The U.S. Probation and Pretrial Services Office reserves the right to amend the conditions of this vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The U.S. Courts is an Equal Employment Opportunity employer.