



**United States Probation/Pretrial Services &
United States District Court
Northern District of Indiana**



Career Opportunity # 2026-08

Opening Date: May 27, 2026

**Closing Date: June 22, 2026
by 5:00 p.m. (CST)**

Position: Financial & Procurement Specialist II
Location: District Position –South Bend Duty Station (Remote work possible)

Salary Ranges: *2026 CPS Table RUS (In-district duty station)
CL 26/01 to CL 26/61 - \$54,372 to \$88,366
CL 27/01 to CL 27/61 - \$59,732 to \$97,098
Salary dependent upon experience, qualifications, and worksite.
*Out of district telework salary will be the locality pay at your residence in the United States.

Promotion potential to CL 27, without further competition, based on eligibility, needs of the office, and funding.

The U.S. Probation/Pretrial Services Office for the Northern District of Indiana is seeking a qualified individual for the position of Financial & Procurement Specialist II. This position reports to the Financial Manager and is a shared position with the United States District Court.

The Financial & Procurement Specialist II performs an array of professional, technical, and administrative duties relating to financial, procurement, and budgetary activities of the court, while maintaining compliance with the appropriate national and local procedures, policies, and internal controls.

This Financial & Procurement Specialist II position has the potential to be a remote telework position; however, the selected candidate will attend annual financial forums/trainings as needed and will attend all Financial Audits in District as scheduled. The selected applicant may be required to be present in District up to three weeks a year. Travel expenses to be paid by the Northern District of Indiana Probation & Pretrial Services Office.

The District: The Northern District of Indiana is a combined district and encompasses both U. S. Probation and Pretrial Services and the U.S. Clerk's Office. The combined office consists of a 32-county area in the northern part of the state. Divisional offices are maintained in Hammond, South Bend, and Fort Wayne.

Salary and Benefits Information: Most positions in the United States District Court are classified and paid under the Judiciary Salary Plan (JSP) or the Court Personnel System (CPS). Salary is set to commensurate with experience. Federal benefits are available for most positions according to federal guidelines. Benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. The court is not authorized to reimburse candidates for relocation expenses. All federal positions are subject to mandatory electronic funds transfer participation for payment of net pay.

Duties and Responsibilities:

- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Review and/or perform accounts payable and accounts receivable duties and have responsibility for the accuracy and accountability of monies received and disbursed by the court. Prepare, update, examine, and analyze a variety of regular and non-standard reports as requested by any court unit, Administrative Office, Bankruptcy Noticing Center, U.S. Treasury, financial institutions, or other organizations/agencies. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the court.
- Ensure that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accept responsibility for files and documents related to the monetary aspects of case management. Collaborate with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping. Oversee financial operations to ensure compliance with internal controls, policies, and procedures.
- Monitor daily fund balances. Use a wide variety of manual and automated accounting systems and cash management tools. Assist and train other court employees in the use of these systems and tools.
- Procure supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases.
- Analyze and define catchment areas based on current need for treatment services. Assist the Drug After Care Treatment Services Officer (DATS Officer) with locating treatment providers in the identified areas. Prepare and distribute Request for Proposals (RFPs). Assist the DATS Officer and the Contracting Officer (CO) by analyzing and preparing documentation to summarize the proposals. Prepare and distribute award packages.
- Assist the DATS Officer by preparing purchase orders for drug/mental health contract agencies. Maintain contract files for each vendor. Enter yearly purchase order data into Probation and Pretrial Services Automated Case Management Tracking System (PACTS/PACTS 360) database. Prepare and distribute a monthly report of program plans which are due to expire and need to be updated. Work with the DATS Officer and individual officers to ensure accuracy of program plans and vendor invoices.
- Review and reconcile drug, pretrial services, and mental health treatment invoices for compliance with annual purchase or service agreements. Provide training to drug/mental health contract agencies regarding practices and procedures for creation of invoices in the proper format to be uploaded into PACTS. Review agency invoices to confirm required supporting documentation has been included with the invoice. Respond to questions, problems, or insufficiencies with invoice submissions and status of payment of invoices. Keep certification current on Contracting Officers Certification Program.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Review, evaluate, and verify invoices and prepare payment requests incurred by the Agency according to established procedures. Review receiving documents/packing slips for materials or services and compare the receiving records to purchase orders to confirm type, quantity, quoted price, and condition.
- Complies with guidelines, procedures, and policies established by the Administrative Office and the court unit. Gives advice and explains requirements of the *Guide to Judicial Policies and Procedures* as they relate to proper disbursement.
- Travel to District offices as necessary.
- Performs other duties, as assigned.

Qualifications:

This fast-paced and challenging position requires incumbent to present a professional demeanor, possess strong organizational, analytical, oral, and written communication skills. Must be knowledgeable in the

procurement/financial field, able to apply a body of rules, regulations, directives or laws, and proficient in the use of automated systems. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others and foster high ethical standards.

To qualify for the CL 26, applicants must possess a minimum of one year of specialized experience.

To qualify for the CL 27, an applicant must possess a minimum of two years of specialized experience.

Specialized experience is defined as progressively responsible experience that is in, or closely related to, procurement, accounting, budget, or financial management and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Preferred Experience

Preference will be given to applicants who have a bachelor's degree from an accredited four-year college or university or have more than three years of specialized experience in a related field.

Conditions of Employment:

Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees*. This position is classified as a high-sensitive position. The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the high-sensitive nature of this position, questions 19-21 should be answered on the AO78 Application. 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. Candidates will work in the new database system PACTS360 and will therefore be subject to a background check completed by the Defense Counterintelligence and Security Agency. A reinvestigation may be required every five to seven years thereafter. Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The U.S. Probation Office reserves the right to cancel/and or modify this position announcement as needed.

The Application Process

Applicants must submit the following:

1. Application form AO78 for out-of-district applicants (www.innp.uscourts.gov)
2. A current resume
3. A cover letter not to exceed two pages that highlights the knowledge, skills and experience you possess that are necessary in performing the duties of a Financial & Procurement Specialist II
4. Training/certification information

The Selection Process:

Due to the volume of applications anticipated, the U.S. Probation Office and U.S. Clerk's Office will communicate only with those applicants who will be interviewed. Applicants scheduled for an interview should advise the Human Resources Specialist if any accommodations will be necessary. An in-person interview is preferred; however, a virtual interview will be allowed if requested. Participation in the interview process will be at the applicant's own expense.

Your application package must be submitted as a single PDF document to:

tammy_hamby@innp.uscourts.gov. Incomplete applications and applications received after the closing date will automatically be disqualified. If you have any questions, please contact Tammy Hamby, Human Resource Specialist, at 219-852-3702.

*The United States Probation Office for the Northern District of Indiana
is an equal opportunity employer.*