



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

OFFICE OF PROBATION AND PRETRIAL SERVICES

JUDICIARY

VACANCY ANNOUNCEMENT

DATA QUALITY ANALYST

11-UTP-26

OPEN DATE: AUGUST 14, 2026

CLOSE DATE: AUGUST 24, 2026

The U.S. Probation and Pretrial Services Office, for the District of Utah, is accepting applications from qualified candidates for the position of a full-time Data Quality Analyst in the Salt Lake City office. The position is a Court Personnel System CL25/CL26 depending on qualifications. Applicants must be a current employee of the Judiciary.

POSITION OVERVIEW:

The Data Quality Analyst is responsible for ensuring the veracity and efficiency of the Probation Automated Case Tracking System (PACTS) through extraction and analysis of data to ensure accuracy and completeness of records. Data Quality Analysts research, analyze and interpret data and options and communicate the results and recommendations to management and end-users. The incumbent is responsible for the PACTS database in the U.S. Probation and Pretrial Services Office and will conduct staff training, test new releases, and coordinate the implementation of any PACTS related project or initiative (including the upcoming introduction and implementation of PACTS360). The incumbent is responsible for monitoring Bureau of Prison (BOP) release information. The incumbent also provides operational support and administrative assistance, as required.

REPRESENTATIVE CORE DUTIES:

- Maintains accuracy and completeness of official case records from opening to final disposition. Checks the accuracy of daily data entries. Maintains user log errors. Reviews entries made to PACTS. Performs automated quality check on client records. Verifies case openings and closings.
- Performs edits and corrective actions to ensure accuracy of data, files, and records. Tests new events. Notifies staff regarding deficiencies in data and provides deadlines for requested updates and corrective actions. Archives records.
- Advises management regarding trends in input errors and conducts and/or recommends corrective action. Develops and revises procedures for data entry. Researches and proposes solutions to various caseload issues to improve overall quality, quantity, and efficiency of work.
- Performs workload analysis. Prepares and generates statistical and other reports for review by management. Submits reports to the Administrative Office as required. Communicates on a regular basis with the National Support Desk, Administrative Office, and 10th Circuit representatives regarding quality of data as warranted.
- Generates, analyzes, and reports quality control information.
- Generates Decision Support Systems (DSS) reports as requested for the district.
- Maintains PACTS database information. Reviews content and determines information for archiving and purging, establishes users to gain entrances to the system and modifies the database as needed. Troubleshoots and resolves PACTS related issues, concerns, and questions. Monitors and tests new PACTS releases and their impact on database integrity.

- Advises users on proper data entry, modification, and retrieval procedures necessary to ensure the integrity of the database, and provides training to new employees on PACTS, as well as provides follow-up training and documentation to end-users on an as-needed basis. Assists in the production of training materials, including on-the-job manuals.
- Responds to research requests and prepares reports for review by management, which may include advising managers regarding trends in statistical data that may be critical to the evidenced-based practices approach, strategic planning, and budget analytics. Designs, implements, and performs quality control audit procedures and practices.
- Acts as project manager for PACTS process improvement and other database initiatives. Reviews suggested operational changes, develops project plans, makes proposals to management, and assists in implementing initiatives.
- Tracks and monitors Bureau of Prisons (BOP) release reports, including the Red Flag report, to ensure all persons under supervision have reported for supervision.
- Monitors collateral email for assignment, which could include but not limited to the following: prerelease investigations, pretransfer investigations, federal location monitoring program (FLMP) assignments, RRC roster and release notifications and projected release report.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

To qualify, candidates must be current employees of the federal judiciary and have a high school diploma or GED, with two years of general experience, and

- CL 25 - One year of specialized experience equivalent to work at CL24
- CL 26 - Two years of specialized experience with one year equivalent to work at CL 25

Candidate must possess excellent organizational and written/verbal communication skills, and attention to detail. The successful incumbent must also be proficient in Microsoft applications (Microsoft Office, Adobe, etc.) and have strong analytical and qualitative reasoning skills. Candidate must be highly motivated and have above average computer skills/knowledge.

General experience is defined as progressively responsible clerical, office and other work that indicates possession of the knowledge and skill needed to perform the duties of this position. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and reoccurring application of 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 and/or report generation. Educational substitutions include related education above high school level substituted for general experience equal to one-year general experience. Education may not be substituted for specialized experience.

PREFERRED QUALIFICATIONS:

Preference will be given to candidates with a two-year or four-year degree in a related field from an accredited institution. Demonstrated use of data to problem solve and identify trends. Experience with electronic case management/filing systems. Ability and skill in designing reports. Working knowledge of federal probation technology (i.e., PACTS, DSS) and the ability to acquire additional knowledge and skill.

SALARY AND BENEFITS:

The salary for this position is at CL 25 (\$49,361 - \$80,265) or CL 26 (\$54,372 – \$88,366) depending on length and relevance of experience. This position can be increased to a CL26 without further competition. The position falls

within the Judicial Branch of the U.S. Government and the benefits include participation in the FERS_FRAE retirement system, health, dental, vision and life insurance programs, holiday and leave accrual, tax deferred saving plan and periodic salary increases. This position is subject to mandatory direct deposit participation.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. Applicants must be current employees of the Judiciary. Appointment to this position is contingent upon a background investigation including an FBI fingerprint check. The Data Quality Analyst is an excepted service position, serves at the pleasure of the court, and is an 'at will' employee who can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or be eligible to work in the United States, under 8 U.S.C. § 1324b(a)(3)(B). This position will adhere to the local telework policy.

APPLICATION PROCEDURES:

Qualified candidates and/or transfers are invited to submit:

1. Letter of interest
2. Detailed resume including education, previous employment, and salary history
3. Application for Judicial Branch Employment ([AO78](#))

The application form ([AO78](#)) is available on the court's website <https://www.utp.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Application packages should be received by August 24, 2026. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.

Please email application packages in PDF format to UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver to:

US Probation & Pretrial Services

Attention: HR – Data Quality Analyst Vacancy

351 S. West Temple, Room 2.117

Salt Lake City, UT 84101