# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

## OFFICE OF PROBATION AND PRETRIAL SERVICES

## VACANCY ANNOUNCEMENT

## BUDGET & PROCUREMENT TECHNICIAN

13-UTP-2026

OPEN DATE: SEPTEMBER 22, 2026

CLOSE DATE: OPEN UNTIL FILLED
PREFERRED APPLICATION DATE : OCTOBER 5, 2026

The Office of Probation and Pretrial Services is accepting applications for the position of Budget and Procurement Technician. The position is a Court Personnel System classification level 25/26. This position will be located in the Salt Lake City office, with a work schedule Monday through Friday days. More than one position may be filled from this vacancy announcement.

**POSITION OVERVIEW:**

The Budget & Procurement Technician will assist the Budget Manager, Procurement Specialist and Treatment Contracting Officer with a variety of functions as outlined below. The incumbent assists in performing administrative and technical work to ensure that the Probation and Pretrial Services Office is supplied with the materials, equipment, and services required to function optimally while ensuring compliance with the appropriate guidelines, policies and approved internal controls. The incumbent works under the supervision of the Budget Manager.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

Assist the Budget Manager in budget duties to include, but is not limited to:

- Reviewing and approving travel authorizations and travel vouchers in electronic travel system;
- Managing GSA Vehicles, car monitors, and maintaining supplies;
- Entering travel vouchers and receiving documents into JIFMS;
- Updating Internal Controls Manual and CUBOP;
- Developing yearly spending plan;
- JIFMS Vendor Administrator;
- Serving as back-up for all other budget duties as assigned;
- Performing all other duties as assigned.

Assist the Procurement Specialist in procurement and treatment responsibilities to include, but is not limited to:

- Working closely with Requesters to ensure accurate procurements;
- Conducting market surveys;
- Coordinating consumable orders;
- Recording procurement transactions in procurement files;
- Checking on delivery or acceptance and payment on vouchers;
- Monitoring quality specified;
- Overseeing express mail management, i.e., tracking, supply inventory, and reviewing invoices;
- Managing shredding;
- Managing parking and transit passes;
- Entering vouchers into JIFMS;
- Purchase Card COCP Level 1 Contracting Officer;
- Serving as back-up for all other procurement duties as assigned;

- Performing all other duties as assigned.

Assist the Treatment Contracting Officer in treatment responsibilities to include, but is not limited to:

- Participating on treatment team for solicitations, monthly meetings, etc.;
- Taking minutes at monthly treatment meetings;
- Reviewing, running PACTS validation and preparing monthly treatment invoices for payment;
- Monitoring urinalysis supplies for office and treatment vendors;
- Entering purchase order information into PACTS and running validations for Second Chance and treatment supply purchases;
- Managing daily urinalysis logs from vendors;
- Processing Form 45s for treatment services;
- Uploading treatment invoices and reports into PACTS;
- Preparing treatment vendor invoice templates;
- Making and maintaining treatment contract files;
- Training and providing technical assistance to providers;
- Creating and maintaining a spreadsheet of monthly treatment expenditures;
- Assisting with the planning execution and management of the treatment budget;
- Assisting the DATS with training officers;
- Performing all other duties as assigned.

**QUALIFICATIONS & REQUIREMENTS:**
To qualify, candidates must 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.

**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 CL 26 without further competition. The position falls within the Judicial Branch of the U.S. Government and the benefits include: health, dental, vision, life, long-term care, paid vacation and sick leave, FERS-FRAE retirement benefits, and tax deferred savings plan. This position is subject to mandatory direct deposit participation.

**CONDITIONS OF EMPLOYMENT:**
All application information is subject to verification. Appointment to this position is contingent upon a background investigation including an FBI fingerprint check. The Budget and Procurement Technician 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 are invited to submit:

- Detailed resume including education, previous employment and key career accomplishments
- Letter of interest outlining your experience and interest in the duties and responsibilities specified above
- Application for Judicial Branch Employment (AO78)

The application from (AO78) is available on the court's website http://www.utd.uscourts.gov or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Application packages are preferred by October 5, 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 – Budget & Procurement Technician**
**351 S. West Temple, Room 2.117**
**Salt Lake City, UT 84101**