

CAREER OPPORTUNITY



UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF OKLAHOMA

POSITION: Budget Analyst
POSITION TYPE: Full-Time/Permanent
VACANCY NUMBER: 25-05
LOCATION: Oklahoma City, OK
DATE POSTED: JULY 16, 2025
CLOSING DATE: AUGUST 13, 2025
SALARY RANGE: CL 27 (\$59,133- \$96,147) *starting salary placement depending on qualifications, experience and court funds. Promotion potential to CL 28 without further competition. Transfers within the judiciary will be considered for this position. This agency is unable to match locality pay. Relocation expenses will not be reimbursed.*

The United States Probation Office for the Western District of Oklahoma is a component of the United States Courts and is responsible for the community corrections arm of the Federal Courts System. It is a combined probation and pretrial services office and is headquartered in Oklahoma City, Oklahoma, with a divisional office in Lawton, Oklahoma. The district serves 41 counties with six authorized United States District Judges, three Senior United States District Judges, and four full-time United States Magistrate Judges. The office has authorized work units of 78.

POSITION OVERVIEW

The United States Probation Office for the Western District of Oklahoma is currently accepting applications for the position of Budget Analyst. This position reports to the Chief U. S. Probation Officer and is located in the Oklahoma City divisional office. The incumbent is responsible for developing budget requirements and executing the approved budget and will be responsible for monitoring court appropriated funds, tracking costs, and providing reports to management on the status of funds. Lateral transfers within the Judiciary will be considered for this position based on applicant's current classification and step from their current pay table to Pay Table 01. This agency is unable to match locality pay.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Assist with the formulation, evaluation and implementation of policies, procedures and protocols related to financial operations and budgetary execution in the probation office. Advise executives on budget matters.
- Assist in the development of an annual spending plan, monitor budget execution and recommend appropriate action when necessary, analyze budget variances, and prepare budget forecasts.
- Conduct periodic meetings with unit executives to review proposed plans and make recommendations based on analysis and projection of available funds.
- Execute approved budget plans. Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded, and obligations are not made in advance of an appropriation, allotment or reprogramming transaction.

- Verify allotments or any adjustments to allotments into JIFMS. Enter reprogramming transactions to move funds from one BOC to another within a fund or from one fund to another.
- Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.
- Prepare and electronically submit the unit's Electronic Status of Funds reports on a monthly basis as required to the Administrative Office. Ensure accruals are calculated, documented and processed monthly.
- Manage and oversee day-to-day operations of fiscal accounting functions. Provide budget forecasting reports to the unit executive on a monthly basis in order 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 staffing, spending patterns, expense projections and similar information.
- Ensure appropriate internal controls are followed. Participate with a team reviewing compliance of internal controls, policies and procedures.
- Prepare, update, examine and analyze a variety of regular and non-standard reports. Design, develop and maintain Excel spreadsheet formats and programs for analyzing budgetary information.
- Responsible for tracking and updating the court unit's personnel projections report (PPS). Reconciles personnel costs with reports from the AO and provides information to administration.
- Apply knowledge of specialized areas of accounting to perform systematic examinations of complex financial transactions.
- Serve as the district's Property Custodial Officer and oversee all aspects related to property management.
- Perform other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Bachelor's degree in accounting or business-related field preferred.
- Prior experience in accounting, finance or budgeting preferred.
- Consistent, high quality past job performance demonstrating sound ethics and judgement.
- An attendance record that indicates reliability and commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.)
- Excellent organizational skills.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet deadlines.
- Ability to be tactful and work cooperatively with others, including judicial officers, the bar, the public, and colleagues.
- Proficient in the use of Microsoft Excel and Word, in conducting internet searches, in the use of computer file structure and other computer applications. Proficient in developing spreadsheets and the ability to research system issues from a user perspective.
- General knowledge of the functions and procedures of the court unit.
- Knowledge of accounting procedures, reports and automated equipment.
- Ability to understand relationships among accounts, reconcile accounts, recognize errors and their probable causes and the impact of proposed actions and/or recommend alternatives.
- Knowledge of internal controls.
- Skill and accuracy in working with numerical transactions.

To qualify for the CL27 a minimum of one-year specialized experience equivalent to work at a CL-26 level is required. **Specialized experience** is defined as: progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles, of financial administration and/or

accounting; and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets or databases.

Education **may not** be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

BENEFITS

Federal benefits include paid vacation and sick leave, 11 paid holidays each calendar year, periodic salary increases, retirement benefits, participation in the Thrift Savings Plan, and the judiciary's supplemental benefits. Other benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. Additional benefits information is available at <https://www.uscourts.gov/careers/benefits>.

CONDITIONS OF EMPLOYMENT

Applicants must be U. S. citizens or eligible to work in the United States. The court requires employees to adhere to the Code of Conduct of Judicial Employees. Employees of the United States District Court are Excepted Service Appointments. Excepted service appoints are **at will** and can be terminated with or without cause by the court. This is classified as a "high-sensitive" position with the judiciary and the selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database, motor vehicle check, credit report, and employment checks as a condition of employment. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years. This position is subject to mandatory Electronic Funds Transfer (direct deposit) for payment of net pay.

HOW TO APPLY

Qualified persons must submit a cover letter, detailed resume, three professional references (names/titles/contact info including an email), official transcript for any education above high school level, and an AO-78, Application for Judicial Branch Federal Employment. To obtain the AO78 application form, go to [AO_078.pdf](#). **This position is not covered under the FCA and requires you to complete the optional background information on the AO-78.**

Application packets must be submitted as a **single pdf document** by email to: niki_morgan@okwp.uscourts.gov and reference "25-05-Budget Analyst" in the subject line of the email.

Incomplete applications and applications received after the closing date may not be considered. Due to the volume of applications received, the U.S. Probation Office will only communicate further with those individuals who will be invited for personal interviews. Only applicants who are interviewed will receive a written response regarding their application status.

The U. S. Probation Office reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

The United States Courts is an Equal Employment Opportunity Employer