



Notice of Career Opportunity



U.S. Probation and Pretrial Services Office Western District of Pennsylvania

Position Title:	Data Quality Supervisor
Vacancy Number:	26-09
Opening Date:	May 26, 2026
Closing Date:	June 10, 2026; 11:59PM EST
Appointment Type:	Full-Time/ Permanent
Duty Station:	Pittsburgh, PA – May be considered for full-time telework in a remote location.
Salary Range:	CL 27 – CL 29*

*Starting grade and salary commensurate with experience, qualifications, and/or current compensation. Promotion potential to target grade at the discretion of the Chief U.S. Probation Officer without further competition. Salary matching not guaranteed. Telework salary will be the locality pay at your residence in the United States. Court Personnel System Pay Rates can be found at <https://www.uscourts.gov/careers/compensation/court-personnel-system-pay-rates-non-law-enforcement-officer>.

The Western District of Pennsylvania is accepting internal applications from current federal judiciary employees. Transfers will be considered with the potential for a match to current classification level. Transfer applicants are encouraged to discuss their interest with their current chief and supervisor.

PROBATION AND PRETRIAL SERVICES OFFICE

The Western District of Pennsylvania's jurisdiction encompasses the 25 western counties of Pennsylvania. The U.S. Probation and Pretrial Services Office for the Western District of Pennsylvania provides services to the Court, the community, and people under supervision. The probation office has over 80 employees including probation officers and administrative support staff. The Probation Office headquarters is located within the Joseph F. Weis, Jr. U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA, with divisional offices in Erie and Johnstown.

MISSION STATEMENT

We believe everyone can experience meaningful change and personal growth. In our service to the Court and to the public, we use best practices to promote positive outcomes and create safer communities.

ABOUT THE POSITION

Data Quality Supervisor is responsible for supervision of Data Quality Analysts and other probation support staff. The incumbent will also ensure the veracity of the court's case information database according to national standards; generating, analyzing and validating all case management, statistical, and other reports for the Court; and providing quality assurance of all electronic entries. This position is eligible as a full-time remote position, provided the incumbent lives within the contiguous 48 states. Travel to the district or other locations may be required for mandatory meeting/training events.

REPRESENTATIVE DUTIES

- Manage, develop and mentor staff involved in data quality assurance activities through the establishment of performance standards, assigning and reviewing work, evaluating performance & conducting performance evaluations, and addressing disciplinary issues.
- Implement staff procedures and conduct staff meetings, oversee department functions, identify issues and resolve disputes, and maintain accurate documentation, statistics, and employee records.
- Train staff on policies, procedures, and internal controls.
- Serve as the administrator of PACTS to ensure the accuracy and completeness of official case records/PACTS data from opening to final disposition. Check the accuracy of daily data entries and maintain user error logs.
- Establish and monitor practices/protocols to advance quality control techniques and ensure adherence to internal control procedures.
- Audit entries on client data/records and compile, analyze and evaluate the data collected. Perform edits and corrective actions to ensure the accuracy of data, files and records. Generate deadlines and deficiency notices for missing documents and data.
- Ensure support staff employees are cross trained (by completing initial, updated, or remedial training) and capable of assisting other unit members as needed. Ensure coverage of requisite duties through effective delegation of authority.
- Identify and assess inconsistent and problematic case administration practices and recommend effective and efficient practices. Develop training materials.
- Gather data and assist with writing reports. Assist in preparing charts, graphs and tables. Assist in designing special reports for management and other staff, as required.
- Use statistical reports to monitor case assignments, data entry processes, data quality, and review incoming and outgoing documents to ensure conformity with federal and local rules.
- Work closely with administrators, supervisors, and officers to identify and solve procedural problems and impediments pertaining to data entry/quality. Recommend strategies for improving/streamlining work practices as well as data-related activities.
- Act as a resource for CM/ECF and JEDI issues and answer technical questions regarding procedures and policies.
- Assisting with project process improvement for PACTS and other database initiatives.
- Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds.
- May be asked to perform other duties as assigned by the Assistant Deputy Chief, Deputy Chief, and Chief Probation Officer.
- Travel to other locations within the district may be required at times with little to no advance notice.

QUALIFICATIONS

Minimum Required Education and/or Experience

- Must have a high school diploma or equivalent, and
- A minimum of three years of specialized experience, and one year of experience with PACTS and Decision Support System (DSS).
 - Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Eligibility for a CL 29 after the completion of one year at a CL28.

Selective Factors

- Skill in use of automated equipment including mobile devices, word processing, spreadsheets, database applications, and various other types of software.
- Ability to analyze information from databases to identify errors and deficiencies and make corrections when necessary.
- Demonstrated project management with the ability to organize, oversee, and complete multiple projects simultaneously while meeting deadlines.
- Demonstrated use of technology to improve a process or the quality of data.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.
- Knowledge of legal terminology and internal control policies and procedures

Preferred Skills

- Completion of a bachelor's degree from an accredited college or university in a field of academic study such as Data or Computer Science, Business or Data Analytics, Statistics, Data or Information Management.
- Current or previous experience as a supervisor or experience leading a team.

BACKGROUND INVESTIGATION

As a condition of employment, a criminal background check will be completed. Employment may be denied if the background investigation reveals factors that compromise security or lead the investigator to determine that the applicant's background characteristics may conflict with the Judicial Code of Conduct for employees. Questions 19, 20, and 21 on the AO-78 Application for Employment must be answered.

BENEFITS

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, optional long-term care and long-term disability, optional vision, optional dental, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

HOW TO APPLY

Applicants who meet all qualifications must submit the following items in PDF format online at:
<https://www.pawp.uscourts.gov/careers>

Please reference position #26-09

- Letter of interest, which includes a narrative statement that addresses your qualifications, skills, and relevant experience;
- Detailed resume including education, previous employment, and salary history; and
- [Application for Judicial Employment \(AO-78\)](#) – All fields in the application **must** be completed.

Application forms are available on the Probation and Pretrial Services Office for the United States District Court for the Western District of Pennsylvania website at <https://www.pawp.uscourts.gov/careers> in a fillable format. Please type or print all information, sign, and date forms where indicated. ***Incomplete packets may***

not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment.

DISCLOSURES

- Applicants must be a United States Citizen or eligible to work in the United States.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- U.S. Probation reserves the right to modify the conditions of this job announcement or withdraw the announcement. If a subsequent vacancy of the same position type becomes available within a reasonable time of the original announcement, the U.S. Probation & Pretrial Services Office may elect to select a current candidate from the original qualified applicant pool.
- Qualified applicants selected may be administered to a written or skills specific test to gauge proficiency level.
- Reimbursement for travel and expenses is not authorized.
- A valid driver's license is required.
- The announcement may result in one or more selectees.
- This office may contact references and former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- Only the most qualified individuals will be invited for a personal interview.
- No phone calls please. Due to the expected high volume of applications, U.S. Probation cannot respond to inquiries.
- This Court is an Equal Opportunity Employer