



UNITED STATES PROBATION OFFICE WESTERN DISTRICT OF NEW YORK

Vacancy Announcement No. 26-08

Opening Date: September 2, 2026

Closing Date: September 16, 2026

Position:	DATA QUALITY ANALYST
Position Location:	Western District of New York – Buffalo or Rochester
Salary Range:	Classification Level 25 \$49,706 - \$83,933 Starting salary based on qualifications.
Starting Date:	TBD

The U.S. Probation & Pretrial Services Office for the Western District of New York encompasses 17 counties and consists of two offices. There are four district court judges, five senior judges, and seven magistrate judges. The probation office is headquartered in Buffalo and has one division office in Rochester. The vacant position is available in the **Buffalo or Rochester** office.

The Data Quality Analyst assists in ensuring the integrity and efficiency of the court unit's case information database by extracting and analyzing data from unit databases and making corrections. The incumbent provides operational assistance, as required.

REPRESENTATIVE DUTIES:

A Data Quality Analyst performs duties and responsibilities such as, but not limited to, the following:

- Extract and analyze information from databases and identify data entry errors and data deficiencies. Maintain accuracy and completeness of official case records and user log errors.
- Make data entry corrections. Advise supervisor/manager when input errors are found or information is missing and recommend corrective action, including recommendations for revising data entry procedures.
- Work with users to explain the causes of errors and actions necessary to prevent reoccurrence.
- Assist with the preparation of monthly and quarterly statistical reports. Assist in determining what information can be purged or archived from database.
- Remain current and knowledgeable of all PACTS national updates and new generations provided by the Administrative Office (AO). Provide PACTS training to all new staff, and update training to all staff who perform data entry or use PACTS.
- Assist with the solicitation of treatment providers and the review of treatment and location monitoring contracts.
- Perform support specialist duties such as office reception, answering telephones, typing and filing.
- Perform other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must possess high school diploma or equivalent and two years of general experience, plus one year of specialized experience to qualify for Classification Level 25, Step 1. Within each classification level, an evaluation of quality of experience and competitive factors may provide placement at salary levels above Step 1 up to and including Step 25. Salary placement above Step 1 is granted at the discretion of the Chief U.S. Probation Officer.

GENERALIZED EXPERIENCE:

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE:

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, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

SUBSTITUTIONS:

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience. Excess specialized experience may be substituted for required general experience.

COMPETITIVE FACTORS:

Knowledge of Microsoft Office application is desirable. An associate degree or higher from an accredited college or university in Paralegal Studies, Secretarial Science or similar area related to the duties of the position preferred. Prior court and/or law enforcement experience desired.

BACKGROUND INVESTIGATION:

This position is classified as a sensitive position which requires the final candidate to undergo a mandatory local background investigation, FBI fingerprint check and subsequent favorable suitability determination as a condition of employment.

APPLICATION PROCESS:

Individuals interested in being considered for the position are invited to submit a cover letter and resume to Lisa M. Janca, Human Resources Administrator, HR@nywp.uscourts.gov, by the close of business at 5:00 PM EST on September 16, 2026. The cover letter must include a narrative statement describing your interest in seeking this position. Job description and additional information can be located on our website at www.nywp.uscourts.gov.

Applicants must be United States citizens. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for interview. Only qualified applicants will be considered for this position. The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior notice.

The U.S. Probation & Pretrial Services Office is an Equal Opportunity Employer