



UNITED STATES DISTRICT COURT Middle District of Tennessee

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CAREER OPPORTUNITY U.S. PROBATION OFFICER

VACANCY ANNOUNCEMENT: USPO 24-02

POSITION: UNITED STATES PROBATION OFFICER
LOCATION: Nashville, Tennessee
LEVEL: Classification Level 25-28

The U.S. Probation Office for the Middle District of Tennessee is currently recruiting and accepting applications for the position of U.S. Probation Officer. Positions will be filled as permitted by current and future budgetary constraints. More than one position may be filled from this announcement.

OCCUPATIONAL INFORMATION:

The probation officer, as an investigative, sentencing, and supervision specialist, is responsible for providing meaningful assistance to the U.S. District Court in its deliberations and decisions concerning criminal offenders, and for ensuring public safety through the monitoring and supervision of offenders placed under supervision by the court, the U.S. Parole Commission, or military authorities.

DUTIES AND RESPONSIBILITIES:

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with Mandatory Victims Restitution Act. Responsible for enforcement of location monitoring

conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.

- Review and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.
- Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Perform other duties as assigned.
Some duties will be performed under the guidance and direction of a Supervisory Officer for CL 25 appointments.

STARTING SALARY:

The current range for starting salaries is CL 25/1 to CL 28/25, \$47,966 to \$86,962, depending on education and experience (possible CL 28/26 – CL 28/61 for transfers only).

EARNING POTENTIAL

Officers are eligible for semiannual or annual (depending on step) within-level increases with satisfactory performance. When vacancies occur, promotional opportunities to specialist and supervisory positions are available within the office to qualified employees, on a competitive basis.

MEDICAL REQUIREMENTS:

Prior to appointment, the selectee considered for the position must undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and essential job functions for officers are available for public review at <http://www.uscourts.gov/FederalCourts/ProbationPretrialServices/Officers.aspx>

TRAINING REQUIREMENT:

All newly hired officers are subject to a one-year probationary period. During that period each officer will receive on-the-job training. Each officer will also attend a formal training session for 6 weeks at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

REQUIRED QUALIFICATIONS:

Applicants must be United States citizens or eligible to work in the United States. Applicants must possess a bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business or public administration. Unquestioned integrity and exemplary character. Sound health. Less than 37 years old at time of appointment, unless previous federal law enforcement officer experience under the Federal Employees Retirement System (FERS). Applicants must possess a valid driver's license.

The requirements listed above are not subject to substitutions.

EXPERIENCE AND PREFERRED SKILLS:

Applicants who can supplement the degree requirements with post-academic, progressively responsible, specialized experience may qualify for appointment at the higher end of the salary range. Experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment may be creditable. Experience as a police officer, custodial, or security officer is not creditable.

- Knowledge of federal law and the criminal justice system and how it relates to the role and function of the probation/pretrial services officer.
- Strong familiarity with techniques in supervising defendants: skill in working with violent and/or difficult individuals and implementing negotiation and motivation techniques.
- Ability to exercise discretion; demonstrated skill in legal reasoning and critical thinking.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other investigative databases (ex. National Crime Information Center)
- Excellent organizational and problem-solving skills. Ability to compile and summarize information within established time frames.
- Knowledge of legal terminology.
- Ability to interact and communicate effectively (orally and in writing) with individuals of diverse backgrounds including criminal defendants, law enforcement personnel, judicial personnel, and attorneys.
- Ability to follow safety procedures within the office and while in the community.
- Master's degree preferred.

CLASSIFICATION LEVEL REQUIREMENTS:

CL 25 - One year of specialized experience and completion of the requirements for a bachelor's degree from an accredited college or university. Promotional potential to CL 27 with no further competition.

CL 27 - Two years of specialized experience or completion of the requirements for a master's degree from an accredited college or university. Promotional potential to CL 28 with no further competition.

CL 28 – More than two years of specialized experience and completion of the requirements for a master's degree from an accredited college or university.

BENEFITS

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees.

The Federal benefits package includes:

- Eleven paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS/FRAE LEO)
- Traditional and Roth Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Paid on-site assigned parking
- This position is subject to mandatory electronic fund transfer (direct deposit) for payment of net earnings.
- Flexible schedules.

ADDITIONAL INFORMATION:

Mandatory participation in the federal retirement system and social security program. This position is covered under the federal hazardous duty retirement provisions with mandatory retirement at age 57.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

The United States Probation Office, Middle District of Tennessee, is headquartered in Nashville with branch offices in Cookeville, Clarksville, and Columbia. Although it is the agency's policy to try to accommodate individual duty station preferences, all employees of the United States Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts.

The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The office reserves the right to amend or withdraw any announcement without written notice to applicants.

Due to the volume of applications received, only applicants who are selected to be interviewed will receive a written response regarding their application status.

TO APPLY

Applications must be made on government application form AO 78, Application for Judicial Branch Federal Employment. The application form may be accessed through our website at

<https://www.tnmp.uscourts.gov/forms/human-resources>

Email **one single .pdf file with the completed application, cover letter, and resume** to hr@tnmp.uscourts.gov, Subject: USPO 24-02. This position is open until filled with preference given to application packets received by **March 1, 2024**.

Qualified applicants will be given a written assessment exercise prior to the interview process.

U.S. Probation and Pretrial Services
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THE U.S. PROBATION & PRETRIAL SERVICES OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER