

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Middle District of Tennessee



CAREER OPPORTUNITY **U.S. PROBATION OFFICER (*Transfers Only*)**

VACANCY ANNOUNCEMENT: 25-15

POSITION: United States Probation Officer
LOCATION: Nashville, TN
LEVEL: Classification Level 27 – 28, Step 1-61 (\$58,030 - \$113,078)
(Rest of the United States)

The United States Probation Office for the Middle District of Tennessee is recruiting for a transfer U.S. Probation Officer. This position will be stationed in one of our four divisional offices. This position(s) may be filled in the Pretrial, Post-conviction, and/or Presentence Investigation Unit. A lateral transfer is considered for a probation officer's current Classification Level (up to CL 28).

PRIMARY DUTIES (*dependent upon unit assignment*)

Investigative Duties: The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record, and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The incumbent testifies in court as to guideline applications and serves as a resource to the court to facilitate proper imposition of sentence.

Supervision Duties: The incumbent supervises and monitors defendants and/or offenders conditionally released by the Courts, the U.S. Parole Commission, and military authorities, to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment. This is accomplished through personal contact with offenders in office and community settings. Offenders' employment, sources of income, life style and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations.

QUALIFICATIONS

The incumbent must be a U.S. Probation or Pretrial Services Officer in good standing. This includes consistent, high quality past job experience/performance. Completion of a bachelor's degree in a field of study closely related to the position, such as criminal justice, social work, is required; a law degree is preferred.

Specialized Experience

Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing, nor the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his or her discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

BENEFITS

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 and telework

TO APPLY: Application must be made on government application form AO 78, Application for Judicial Branch Federal Employment.

The application form may be accessed at:
<https://www.tnmp.uscourts.gov/forms/human-resources>

U.S. Probation and Pretrial Services
719 Church Street, Suite 1100
Nashville, Tennessee 37203
615-736-5771

Email **one single .pdf file** with the completed application, cover letter, resume, and most recent performance review to apply@tnmp.uscourts.gov.

(Subject: USPO 25-15 Transfer)

Applicants who are selected to be interviewed may be required to submit a writing sample.

INFORMATION FOR APPLICANTS:

- 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.
- Applicants must possess a valid driver's license.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- More than one position may be filled from this announcement.
- This position is open until filled. filled with preference given to application packets received by close of business on **December 12, 2025**.



THE U.S. PROBATION & PRETRIAL SERVICES OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER