

# UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE Middle District of Tennessee



## CAREER OPPORTUNITY **U.S. PROBATION OFFICER SPECIALIST** **(Location Monitoring)**

**VACANCY ANNOUNCEMENT: 26-01**

**POSITION:** United States Probation Officer Specialist - LM  
**LOCATION:** Nashville, Tennessee  
**LEVEL:** Classification Level 29 (\$85,141 - \$138,380)  
(Rest of the United States)

The U.S. Probation Office for the Middle District of Tennessee is currently recruiting and accepting applications for the position of Location Monitoring Specialist. This position will be filled as permitted by current and future budgetary constraints. *First consideration will be given to applications received by February 13, 2026, with interviews being held the week of February 16, 2026.*

### OCCUPATIONAL INFORMATION:

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise clients, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officer specialists manage a caseload that includes a significant proportion of clients of a specialized type and serve as local experts on cases of this type. The Location Monitoring Specialist performs duties that involve both general pretrial services or probation cases and specialized types of clients. The incumbent is responsible for matters relating to the effective supervision of probation or pretrial services clients who require location monitoring and supervises clients with specialized needs in this area.

### DUTIES AND RESPONSIBILITIES:

- Performs investigative and supervision responsibilities for clients in both general and high-risk/specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing clients and their families and collecting background data from various sources.

- Serve as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding issues relating to the area of specialization.
- Recommend policies and procedures for the district as to location monitoring cases, including training practices, managing and assigning caseloads, establishing backups and coverage, alert response protocol, identifying appropriate clients, etc.
- Monitor district location monitoring cases for policy and court ordered compliance. Supervise a specialized location monitoring caseload and monitor compliance with applicable program directives and requirements.
- Act as liaison with location monitoring vendors who provide the equipment and monitoring service for the district and its officers. Order and maintain equipment and inventory.
- Provide annual officer training for location monitoring initiation, set-up, district policies/protocols, and monitoring.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of clients in area of specialization. Provide management and staff with ongoing updates related to changes with this client population.
- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and clients 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.
- Responsible for enforcement of home confinement conditions ordered by the court.
- Assess client's 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 client's 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.
- Provide proposals/recommendations for updates or amendments to conditions of supervision for this special client population.
- Schedule and conduct drug use detection tests and DNA collection of clients, 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 request 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.
- Other duties as assigned.

### **REQUIRED 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.

### **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**

Prior 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**

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 (FGLI)
- 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](mailto:apply@tnmp.uscourts.gov)

**(Subject: USPO LM Specialist 26-01)**

**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 with preference given to application packets received by close of business on **February 13, 2026.**



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