

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

[www.tnmp.uscourts.gov](http://www.tnmp.uscourts.gov)

## VACANCY ANNOUNCEMENT: 24-04

### CAREER OPPORTUNITY PROBATION AND PRETRIAL SERVICES ASSISTANT



**POSITION:** PROBATION AND PRETRIAL SERVICES ASSISTANT

**LOCATION:** U.S. Probation Office, Middle District of Tennessee

**POSITION TYPE:** **Fully Remote**, Part-Time (25 hours per week)

**LEVEL:** Classification Level 24

Probation and pretrial services assistants provide specialized technical and administrative support to probation/pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a probation/pretrial services officer.

#### **REPRESENTATIVE DUTIES:**

The probation and pretrial services assistant, assists probation/pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities. Enter data and information into the office's computerized database system.

#### **STARTING SALARY:**

The current range for starting salaries is CL 24/1 to CL 24/61, approximately \$27,134 to \$44,131, depending on education and experience.

#### **QUALIFICATIONS REQUIRED:**

Completion of a bachelor's degree in a field of study closely related to the position, such as criminal justice or social work, and two years of specialized experience. Proficient data entry skills required. Position requires

incumbent to present a professional demeanor at all times, possess excellent customer service skills, strong organizational and verbal/written communication skills. Attention to detail and accuracy required. Fluency in a foreign language is helpful but not required.

**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 System-Further Revised Annuity Employee (FERS-FRAE)
- 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

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.
- Each applicant must be a U.S. Citizen or seeking citizenship if applicable criteria is met.
- 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.
- Employees of the U.S. Probation and Pretrial Services Office are "at-will" employees and are required to adhere to a Code of Conduct of Judicial Employees.

**APPLICATION PROCEDURE:**

Application must be made on government application form AO 78, Application for Judicial Branch Federal Employment. [https://www.uscourts.gov/sites/default/files/ao\\_078\\_revised\\_2024-03-04\\_fillable\\_002-2.pdf](https://www.uscourts.gov/sites/default/files/ao_078_revised_2024-03-04_fillable_002-2.pdf)

Applicants must submit one **single PDF document** completed with application, cover letter, and resume to [hr@tnmp.uscourts.gov](mailto:hr@tnmp.uscourts.gov).

- Subject: PPSA 24-04

Application materials that do not adhere to this procedure may not be considered. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Applications must be received by 5:00 p.m. (Central Time), June 21, 2024, to be considered.

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

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