



# UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE

## Middle District of Tennessee

### CAREER OPPORTUNITY

### **SENTENCING GUIDELINES SPECIALIST**

### VACANCY ANNOUNCEMENT: SGS 24-08

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

**LEVEL:** Classification Level CL 29 (\$82,718– \$134,446)

The United States Probation Office for the Middle District of Tennessee is recruiting for a U.S. Probation Officer who has federal presentence writing experience and wishes to transfer. This position will be stationed in the Nashville office. A lateral transfer is considered for a probation officer's current Classification Level (**up to CL 29**). The agency is unable to match locality pay.

#### REPRESENTATIVE DUTIES

- Performs investigative and supervision responsibilities for defendants/offenders in both general and specialized cases. Conducts investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/defendants and their families and 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 in the area of specialization.
- Serves as a resource and expert to the court, line officers, and staff in specialized cases. guides, advises, trains, and makes recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assists in developing policies and proposals to provide needed services. Trains line officers on identification and treatment of offenders/defendants with special needs.

- Serves as a liaison with the U.S. Sentencing Commission, the Federal Public Defender's Office, the U.S. Attorney's Office, federal law enforcement agencies, outside organizations, and other guideline specialists.
- Participates in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization. Provides management and staff with ongoing updates related to changes with this offender/defendant population.
- Tracks developments in the law, and updates staff and the court. Enforces court-ordered supervision components and implement supervision strategies. Maintains personal contact with defendants and offenders through office and community contacts and by telephone. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Investigates and analyzes financial documents and activities and take appropriate action. Interviews victim(s) and provides victim impact statements to the court. Ensures 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.
- Analyzes and resolves 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.
- Serves as district authority on sentencing and sentencing guidelines issues. Maintains current knowledge of case law and Sentencing Commission, Administrative Office, and local policies and procedures pertaining to sentencing. Maintains up-to-date district-wide resource materials relating to the sentencing process.
- Trains district staff, law enforcement agencies, U.S. Attorney's staff, and/or defense attorneys on sentencing guidelines and sentencing matters, including new developments in sentencing issues, guideline amendments, case law, etc.
- Serves as the lead with district presentence groups by conducting regularly scheduled meetings. Serves as the group's representative to management and address any group issues of concern during management meetings.
- Completes presentence investigations for cases involving extremely complex issues and/or cases of unusual notoriety (e.g., white collar, organized crime, large conspiracy drug cases, and criminal organizations).
- Conducts the investigations on the lead and/or the "most culpable" defendant in multi-defendant cases and coordinate the preparation of the offense conduct section of the presentence reports in applicable cases. Coordinates the preparation of the victim impact portion of the presentence report in multi-defendant cases when assigned lead responsibilities in such cases.
- Serves as an expert in the use of Westlaw and Lexis and act as trainer for district staff in research procedures. Serve as district representative/liaison with Westlaw and Lexis.
- Serves as a consultant to presentence officers as problems arise during the course of an investigation and/or during preparation of a presentence report, in the absence of, or at the request of a SUSPO.
- Demonstrates and maintains proficiency in financial investigation techniques and assist other officers with these matters, as requested. Maintains resource materials for the district relating to financial investigations. Trains district staff on financial matters.
- Serves as resource to SUSPOs by reviewing presentence reports and/or sentencing litany prepared by officers.
- Schedules and conducts drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintains paper and computerized records of test results. Maintains chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and (if

warranted) guideline applications. Serves as a resource to the court. Maintains detailed written records of case activity.

- Participates in the administrative planning of specialized caseloads. Provides advice, consultation, and program vision and direction and make proposals to the Chief.
- Assists in the assignment of presentence investigations, coordination of multi-defendant cases, and reviews investigations for accuracy of content and correct application of sentencing laws.

### **QUALIFICATIONS**

Completion of a bachelor's degree in a field of study closely related to the position, such as criminal justice or social work, is required; master's degree preferred. Must have presentence experience. Specialist (Sentencing Guidelines) experience is a preferred.

### **BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS**

As conditions of employment, the 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 fitness-for-duty evaluations. At the Chief Probation Officer's discretion, drug and/or medical testing will be conducted if, through direct observation or objective evidence, the selectee is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent re-investigation report completed on behalf of the officer may be examined.

### **EMPLOYEE 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

### **TO APPLY:**

Application 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://jnet.ao.dcn/sites/default/files/forms/pdf/AO\\_078-08-2024\\_1.pdf](https://jnet.ao.dcn/sites/default/files/forms/pdf/AO_078-08-2024_1.pdf)

Email **one single .pdf file** with the completed application, cover letter and resume to [hr@tnmp.uscourts.gov](mailto:hr@tnmp.uscourts.gov). (Subject: SGS 24-08).

This position is open until filled with preference given to application packets received by October 4, 2024.

**INFORMATION FOR APPLICANTS:** Applicants may be subject to a review exercise. **A relocation bonus maybe be available, depending on the budget, for relocation to the Middle District of**

**Tennessee.** The U.S. Probation and Pretrial Services Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

**THE UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE IS AN EQUAL  
OPPORTUNITY EMPLOYER**