

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE

Middle District of Tennessee



CAREER OPPORTUNITY

SUPERVISORY U.S. PROBATION OFFICER (Presentence)

VACANCY ANNOUNCEMENT: SUSPO 25-07

POSITION: Supervisory United States Probation Officer
LOCATION: Nashville, TN
SALARY RANGE: CL 30/01 to CL 30/61, \$99,611 to \$161,910

The U.S. Probation Office for the Middle District of Tennessee is currently recruiting and accepting applications for the position of Supervisory U.S. Probation Officer. Positions will be filled as permitted by current and future budgetary constraints. This position will administratively and technically supervise a staff consisting of probation officers, senior probation officers, and probation officer assistant(s) performing presentence duties.

A **relocation bonus** maybe be available, depending on the budget, for relocation to the Middle District of Tennessee.

REPRESENTATIVE DUTIES:

- Assigns and/or schedules investigations, supervision cases, and other related case work to officers, considering the difficulty of the work, employee capabilities, and equitable workload distribution. Plans work to be accomplished by employees supervised, including priorities and time schedules.
- Reviews, evaluates and edits bond reports, presentence reports, and other court reports, case supervision plans, and correspondence to ensure adherence to existing policies, procedures and guidelines and to ensure accuracy, quality and timeliness. Approves, revises, or rejects completed work. Ensures adequate coverage for office activities, court appearances, etc. Conducts audits. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Confers regularly with probation officers. Provides direction and assistance to officers to improve investigative, supervision, and writing skills. Assists probation officers in meeting the

needs of defendants and persons under supervision with complex problems and circumstances. Provides leadership in the development of pretrial release options, sentencing alternatives, utilization of community resources, and application of professionally sound case management principles.

- Assures continuing staff development by recommending and, in consultation with senior management, planning and implementing orientation and in-service training.
- Conducts unit staff meetings to disseminate information, identify performance and operational problems, and to develop appropriate solutions. Informs employees of the policies and procedures of the organization.
- Shares with other management team members the responsibility of promoting staff morale and encouraging loyalty and enthusiasm; maintains a supportive atmosphere for staff utilization of management personnel and resources. Develops or accepts recommendations from employees supervised to increase productivity and quality. Facilitates cooperative relationships between staff.
- Mentors and trains unit members. Evaluates the performance of staff on a regular basis.
- Serves as a major communication catalyst and link between line staff and the administration, assuring implementation of administrative direction while concurrently providing information to the administration for future action.
- Participates with the Chief and Deputy Chief Probation Officers and other administrative staff in development of programs and policies to increase the effectiveness of the office.
- Responsible for the time, attendance, and accountability of the unit. Supervises field travel to include review and approval of all travel logs of officers in the unit.
- Assists in the selection of candidates for vacant positions, identifies training needs and conducts training, and establishes performance standards.
- Hears and resolves complaints and effects appropriate action as to performance and conduct issues, implementing disciplinary actions when required.
- Performs related duties as required or assigned by the Deputy Chief and/or Chief Probation Officer.

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. Specialist (Sentencing Guidelines) experience is a preferred.

SELECTIVE FACTORS:

Experience writing, reviewing and editing presentence reports. A high level of computer knowledge and experience, with above average knowledge of programs currently used by the office. Ability to communicate effectively both orally and in writing. Ability to organize, oversee, and complete multiple projects simultaneously and with limited supervision. Ability to assume and delegate responsibility, inspire confidence, secure cooperation, serve as a member of a team, and treat all persons with dignity, respect, and without bias. The incumbent must exercise sound judgment, maintain confidences, foster high ethical standards, and demonstrate leadership qualities, flexibility, and integrity in meeting the office's vision, mission, and goals. Travel within the district will be required.

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

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 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 hr@tnmp.uscourts.gov

(Subject: **SUSPO 25-07**).

- * 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 **March 3, 2025.**

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