



# UNITED STATES DISTRICT COURT

## Middle District of Tennessee

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

### CAREER OPPORTUNITY

### U.S. PROBATION OFFICER

#### VACANCY ANNOUNCEMENT: USPO 21-05

**POSITION:** UNITED STATES PROBATION OFFICER

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

**LEVEL:** Classification Level 27-28

The U.S. Probation Office for the Middle District of Tennessee is currently recruiting and accepting applications for the position of U.S. Probation Officer. Positions will be filled as permitted by current and future budgetary constraints. More than one position may be filled from this announcement.

#### **OCCUPATIONAL INFORMATION:**

The probation officer, as an investigative, sentencing, and supervision specialist, is responsible for providing meaningful assistance to the U.S. District Court in its deliberations and decisions concerning criminal offenders, and for insuring public safety through the monitoring and supervision of offenders placed under supervision by the court, the U.S. Parole Commission, or military authorities.

#### **STARTING SALARY:**

The current range for starting salaries is CL 27/1 to CL 28/25, \$51,709 to \$77,488, depending on education and experience (possible CL 28/26 – CL 28/61 for transfers only).

#### **EARNING POTENTIAL:**

Officers are eligible for annual within-level increases with satisfactory performance. When vacancies occur, promotional opportunities to specialist and supervisory positions are available within the office to qualified employees, on a competitive basis.

#### **TRAINING:**

All newly hired officers are subject to a one-year probationary period. During that period each officer will receive on-the-job training. Each officer will also attend a formal training session for 6 weeks at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

## **QUALIFICATIONS REQUIRED:**

**Education:** Completion of a **master's degree** in a field of study closely related to the position, such as criminal justice or social work, is **required**.

**Experience:** Applicants who can supplement the degree requirements with post-academic, progressively responsible, specialized experience may qualify for appointment at the higher end of the salary range. Experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment may be creditable. Experience as a police officer, custodial, or security officer is not normally creditable.

### **Other qualifications required:**

- (1) Unquestioned integrity and exemplary character.
- (2) Sound health.
- (3) Less than 37 years old at time of appointment.
- (4) Fluency in a foreign language is helpful but not required.

Prior to appointment, the selectee considered for the position must undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, 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 subsequent fitness-for-duty evaluations. The medical requirements and essential job functions for officers are available for public review at <http://www.uscourts.gov/FederalCourts/ProbationPretrialServices/Officers.aspx>

## **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.

Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Mandatory participation in the federal retirement system and social security program.  
**Note:** This position is covered under the federal hazardous duty retirement provisions with **mandatory retirement** at age 57.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in the flexible spending program for health and dependent care.
- Optional participation in the commuter reimbursement program.
- Optional participation in the Thrift Savings Plan.
- Optional participation in a group life insurance program.
- Optional participation in the Judiciary's Long-Term Care Insurance program.
- A minimum of 10 paid holidays per year.
- Excellent opportunities for salary increase based upon performance.

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.
- 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.
- Due to the volume of applications received, only applicants who are selected to be interviewed will receive a written response regarding their application status.

**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://www.tnmp.uscourts.gov/forms/human-resources>  
or  
[http://jnet.ao.dcn/sites/default/files/pdf/AO\\_078.pdf](http://jnet.ao.dcn/sites/default/files/pdf/AO_078.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: USPO 21-05).

Applications must be received by 5:00 p.m. (Central Time),  
July 30, 2021, to be considered.

**Qualified applicants will be given a written assessment exercise prior to the interview process.**

U.S. Probation and Pretrial Services  
110 9th Avenue South, Suite A725  
Nashville, Tennessee 37203  
615-736-5771

***THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER***