



UNITED STATES DISTRICT COURT

Middle District of Tennessee

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CAREER OPPORTUNITY

SUPERVISORY U.S. PROBATION OFFICER (Presentence)

VACANCY ANNOUNCEMENT: SUSPO 21-04

POSITION: Supervisory United States Probation Officer
LOCATION: Nashville, TN
SALARY RANGE: CL 30/01 to CL 30/61, \$87,096 to \$141,569

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.

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 the 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. Keeps employees supervised informed 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 REQUIRED:

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**. **Must be a current employee with presentence experience.** 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 INVESTIGATIONS, DRUG SCREENING, AND MEDICAL REQUIREMENTS:

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.

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

Email **one single .pdf file** with the completed application, cover letter and resume to hr@tnmp.uscourts.gov.

(Subject: SUSPO 21-04).

Accepting applications until the position is filled.

INFORMATION FOR APPLICANTS: Applicants must be current employees. Travel and relocation expenses will not be paid by the U.S. Probation and Pretrial Services Office. 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.

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