

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE

Middle District of Tennessee



CAREER OPPORTUNITY

Probation and Pretrial Services Technician

(Temporary)

VACANCY ANNOUNCEMENT: #25-10

POSITION: Probation and Pretrial Services Technician *(Temporary)*
STATUS: Temporary – One Year and a Day*
LOCATION: Nashville, TN
CLASSIFICATION: CL 24 ranging from \$43,414 to \$70,610

**This is a temporary position with the possibility of extension, conversion to a permanent role, or promotion to Probation Officer Assistant or Probation Officer without further competition.*

POSITION OVERVIEW:

The U.S. Probation Office for the Middle District of Tennessee is currently recruiting and accepting applications for the position of Probation and Pretrial Services Technician. Positions will be filled as permitted by current and future budgetary constraints. More than one position may be filled from this announcement. Occasional travel within and outside of the district may be required. This position may require occasional work outside the normal Court hours.

This position reports directly to the assigned Supervising U.S. Probation Officer. Under the direction of a U.S. Probation Officer, this position assists with the investigation and supervision of persons charged with and convicted of committing federal crimes by providing technical and administrative support for the U.S. Probation Officers in a wide range of areas, including conducting investigations, compiling criminal histories, collecting documentation and reports, coordinating with collateral agencies, and performing other similar duties as assigned.

This position makes recommendations and some decisions regarding the investigation and supervision of a select lower-risk caseload of offenders.

REPRESENTATIVE DUTIES:

Under the direction of a U.S. Probation Officer:

- Conducts case file reviews and advises officers and officer assistants of matters needing their attention and prepares applicable forms, documents, and reports.
- Assists U.S. Probation Officers in conducting investigations which includes preparations of prior records and personal family data.
- Assists U.S. Probation Officers in compiling, analyzing, researching, and evaluating information gathered during investigations for presentence reports, supervision files, and court documents.
- Contacts clients and their families by telephone or other electronic correspondence under the direction of U.S. Probation Officers/Officer Assistants.
- Investigates employment/sources of income, lifestyle, and associates to help assess risk and compliance factors.
- Opens, closes, prepares, and updates case information.
- Maintains chain of custody of urinalysis materials. Maintains paper and computerized record of test results and informs officers of test results. Maintains and mails or transports tests and materials to laboratories for confirmation.
- Operates various criminal justice, law enforcement, and probation automated systems, and enters documentation into databases.
- Participates in ongoing training and development programs.
- Assists with clerical duties, including front desk coverage, processing mail, scanning documents, and routes documents to staff and outside agencies as needed.
- Performs other related duties as required.

QUALIFICATIONS:

Required:

Bachelor's degree from an accredited college or university in such fields as criminal justice, criminology, psychology, sociology, human relations, business, or public administration.

Specialized Experience:

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Experience as a police officer, custodial, or security officer is not creditable.

Preferred:

Currently performing similar duties in a legal, human services, and/or community correction setting. Similar roles may include case manager, case worker, client services specialist, foster care specialist, child protective services case worker and social worker.

APPLICATION PROCEDURE:

Applicants must submit one **single PDF document** including federal employment application, cover letter, and resume to hr@tnmp.uscourts.gov.

- Subject: Probation Services Technician #25-10
- Completed federal employment application: <https://www.tnmp.uscourts.gov/forms/human-resources>

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.

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

INFORMATION FOR APPLICANTS:

- Must be a U.S. citizen or a lawful permanent resident with authorization to work in the U.S. who is currently seeking U.S. citizenship or intending to become a U.S. citizen immediately after meeting the eligibility requirements.
- As a condition of employment, the successful candidate is required to undergo an FBI background check.
- 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.
- Filled with preference given to application packets received by close of business on **June 6, 2025**.

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