



Nashville
719 Church St.
Suite 1100
Nashville, TN 37203

Clarksville
110 Franklin St.
Suite 102
Clarksville, TN 37040

Columbia
815 South Garden St.
Suite 304
Columbia, TN 38401

Cookeville
9 East Broad St.
Suite 102
Cookeville, TN 38503

www.tnmp.uscourts.gov

IMPORTANT DATES

Opening Date:
August 16, 2023

Closing Date:
Open Until Positions Filled

Preference will be given to
applications received by
September 15, 2023.

TO APPLY:
hr@tnmp.uscourts.gov

*The U.S. Probation &
Pretrial Services Office is an
Equal Opportunity Employer*

CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE MIDDLE DISTRICT OF TENNESSEE

Position: Temporary Probation and Pretrial Services Technician
Vacancy #: 23-10
Classification: CL 24
Salary Range: \$41,368 to \$67,231
Duty Station: Nashville, TN Status: Temporary - One Year and A Day*
Open to: All qualified candidates Number of Positions: Multiple
**With the possibility of extension or becoming permanent*

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.

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.

Occasional travel within and outside of the district may be required. This position may require occasional work outside the normal Court hours.

Duties include, but are not limited to the following:

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.

U.S. Probation and Pretrial Services

MISSION

*To assist the federal courts in the fair administration of justice.

*To protect the community.

*To bring about long-term positive change in individuals under supervision.

*Charter for Excellence.

https://www.uscourts.gov/sites/default/files/charter_for_excellence.pdf



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.

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** completed with application, cover letter, and resume to hr@tnmp.uscourts.gov.

- Subject: Probation Technician 23-10
- Completed 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

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.

The Federal benefits package includes:

- Eleven paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System System-Further Revised Annuity Employee (FERS-FRAE)
- 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 (FGLI)
- 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