

# UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE Middle District of Tennessee



## CAREER OPPORTUNITY **Human Resources Specialist I**

### **VACANCY ANNOUNCEMENT: 26-02**

**POSITION:** Human Resources Specialist I  
**LOCATION:** Nashville, Tennessee  
**LEVEL:** Classification Level 27 (\$59,732 - \$97,098)  
(Rest of the United States)

#### POSITION SUMMARY:

The United States District Court for the Middle District of Tennessee is accepting applications for a Human Resources Specialist I to support the Probation and Pretrial Services Office. The successful candidate will report daily to the Fred D. Thompson U.S. Courthouse & Federal Building in Nashville, Tennessee. The HR Specialist I performs and coordinates administrative, technical, and professional work related to human resources programs for the court unit and supports the associated needs of Court staff. The incumbent ensures compliance with appropriate guidelines, policies, and approved internal controls related to human resources management. The HR Specialist I will report to the Court Unit Executive or their designees. A ***relocation bonus*** may be available, depending on the budget, for relocation to the Middle District of Tennessee.

#### DUTIES AND RESPONSIBILITIES:

- Perform duties related to benefits administration, recruitment, classification, payroll, workers' compensation, personnel action processing, records maintenance, etc., for the Probation and Pretrial Services Office based on varying needs and priorities.
- Maintain local personnel files, including payroll, leave records, and other accountability documents for audit purposes.
- Administer and utilize automated systems for HR activities, including leave tracking, electronic records management, performance management, etc.
- Formulate, implement, and administer the full range of HR policies, procedures, and standards with varying needs and priorities. Review, research, develop, and recommend HR policies for the Probation and Pretrial Services Office.
- Ensure adherence to the *Guide to Judiciary Policy* and the Administrative Office of U.S. Court's *Human Resources Manual* regarding HR practices and separation of duties. Update HR section of the internal controls' manual, as may be directed by the Court Unit Executive.

- Develop and analyze a variety of reports based on historical and current data and hiring trends and make recommendations to Court Unit Executive.
- Coordinate with managers and Court Unit Executive on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases.
- Advise Court Unit Executive, managers, and employees on HR matters, procedures and practices. leave administration and tracking matters to ensure adherence to judiciary leave policies and procedures.
- Provide advice on employee relations, disciplinary actions, performance management, benefits, and related issues. Participate in management meetings as necessary.
- Prepare and conduct training in HR related areas such as benefits, performance management, etc. Manage, coordinate, and conduct developmental training for employees.
- Develop and maintain fair employment policies and practices. Coordinate procedures of the Employee Dispute Resolution (EDR) Plan and serve as EDR Coordinator. Maintain and compile accurate data on these programs and prepare year-end reports.
- Assist with grievance and adverse action procedures.

### **QUALIFICATIONS:**

#### **MINIMUM:**

To be eligible for appointment at classification level CL-27, a candidate must possess a minimum of two years of specialized experience in HR equivalent work (*as defined below*) and completion of a bachelor's degree in HR management or a related field of study.

A successful candidate must be professional, customer service oriented, responsible, organized, and meticulous, possessing strong analytical skills, discretion, tact, good judgement, initiative and the ability to maintain confidentiality and work with a wide variety of people with diverse backgrounds.

- “Specialized experience” is progressively responsible experience and demonstrated ability in the area of HR administration that provides extensive knowledge of the related rules, regulations, and terminology.
- “Qualifying specialized experience” is that which demonstrates knowledge, skills, and ability in areas of recruitment and staffing, classification and compensation, benefits, performance management, payroll, and employee relations.

#### **PREFERRED:**

In addition to the minimum qualifications, preference will be given to candidates who also possess any of the following:

- Five or more years as an HR professional supporting 100+ employees;
- HR experience with the federal judiciary, federal government, or law enforcement agency;
- Professional Human Resources (PHR) or Senior Professional Human Resources (SPHR) certification; and
- A master's degree in HR or related field of study.

## **COMPETENCIES:**

### **REQUIRED**

- Broad knowledge of recruitment and staffing, classification, compensation, benefits, performance management, adverse action procedures, and equal employment opportunity requirements.
- Skill in making recommendations for solving HR management issues and problems.
- Skill in developing and presenting training programs.
- Skill in recruiting qualified candidates.
- Ability to consistently demonstrate confidentiality, sound ethics, and judgment.
- Ability to communicate effectively (both orally and in writing) to individuals and groups to present explanations of complex HR benefits, policies, and procedures and provide training.
- Ability to interact effectively and appropriately with others, provide excellent customer service, and resolve difficulties while complying with regulations, procedures, and confidentiality requirements.
- Ability to interact professionally with a wide variety of people.
- Skill in facilitating discussions with managers and employees regarding performance management and fair employment practices.
- Skill in the use of a variety of automated equipment and applications, including word processing, spreadsheet, and database applications, and performance management systems.

### **PREFERRED**

- Knowledge of federal judiciary HR policies, processes, reports, and relevant guidelines.
- Familiarity with the *Guide to Judiciary Policy*, the Administrative Office of U.S. Court's *Human Resources Manual*, and personnel processing procedures for law enforcement officers.

## **BACKGROUND INVESTIGATION REQUIREMENTS**

This is a highly sensitive position within the Judiciary. Employment will be considered provisional pending successful completion a background investigation, credit check, and a favorable suitability determination. Investigative updates are required every five years. A social media inquiry may also be a condition of employment.

## **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)
- 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
- This position is subject to mandatory electronic fund transfer (direct deposit) for payment of net earnings.

**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 three professional references to [apply@tnmp.uscourts.gov](mailto:apply@tnmp.uscourts.gov)

**(Subject: HR Specialist I 26-02)**

**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 **February 13, 2026.**



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