

**INVESTIGATIVE ASSISTANT
U.S. PROBATION OFFICE
MEMPHIS, TENNESSEE
Starting Salary \$37,279
Position No. IA-09-01**

Assists Probation Officers in performing criminal investigations for the United States District Court. Assists Probation Officers in the supervision of offenders. Collects information at various law enforcement organizations. Conducts record checks via various automated systems. Performs urine screen collections. Other duties as assigned.

Requirements include background investigation, computer skills, valid driver's license, and a completed application (AO78). Application and fact sheet may be obtained from U.S. Probation Office, Room 234, 167 N. Main, Memphis, TN 38103 or from the Court's Internet site at www.tnwd.uscourts.gov and may be faxed to 901-495-1450, ATTN: Personnel. Bachelor's Degree highly recommended. Bilingual preferred. Applications accepted until December 18, 2009, at 5:00 p.m.

**INVESTIGATIVE ASSISTANT
UNITED STATES PROBATION OFFICE
167 North Main, Rm 234
Memphis, TN 38103
901/495-1400; Fax: 901/495-1450
Starting Salary - \$37,279; Position No. IA-09-01
Closing Date: 5:00 p.m., December 18, 2009
(More than one position may be filled from this announcement.)**

Introduction:

This permanent, full-time position is located in the Probation Office of the United States District Court, Western District of Tennessee, and is a **non civil service appointed position**. The incumbent provides technical support and services to probation officers in a wide range of areas, including supervision of persons on probation and parole and preparation of presentence and other investigations.

Requirements:

- U.S. citizen or eligible to work in the United States
- Bilingual preferred
- High school graduate (Bachelor's degree from accredited college or university preferred)
- Two years specialized experience (progressively responsible experience requiring the regular and recurring application of procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations)(Bilingual preferred).

Representative Duties:

- Assists officers in performing probation investigations of all types for main office and other districts (*i.e.*, collateral, presentence, postsentence, etc.). Visits various local law enforcement and regulatory agencies to collect and record information for both presentence investigation reports and collateral investigations.

- Assists in the supervision of persons on probation/parole by providing necessary information regarding violations of supervision and conducting periodic record checks.
- Conducts record checks on various automated systems.
- Assists with Electronic Monitoring duties, such as maintaining equipment, documenting records relative to compliance/non-compliance and making assessments to determine if the offender's telephone meets the minimum requirements.
- Collects and conducts urine screens on offenders of the same gender and maintains appropriate related records. Supplies urine specimen kits to probation offices within the district as well as to drug contract providers. Responsible for specimen kits and other materials required for collection, screening, and performance of chemical analysis for detection of controlled substances.
- Under the guidance and direction of an officer, reviews and evaluates the status of offenders on community release.
- As appropriate, reports all hazardous incidents encountered in the course of duty to his/her supervisor, the chief probation officer, the court, and the Probation and Pretrial Services Division of the Administrative Office of the U.S. Courts.
- As required, completes investigative reports and other correspondence.
- Participates in and contributes to ongoing training programs.

**The United States District Court is an Equal Opportunity Employer.
Electronic Fund Transfer (EFT) For Salary Is Mandatory.**