POA15-01

PROBATION OFFICER ASSISTANT
U.S. PROBATION OFFICE
MEMPHIS, TENNESSEE
Starting Salary CL-25/1 - $40,317.00
Application deadline: Monday. February 23, 2015, 5:00 p.m.

Assists Probation Officers by compiling criminal histories/profiles, running record checks through local and national databases and files. Under the direct guidance of a senior officer, supervises select lower-risk caseload of defendants on supervised release. Performs urine screen collections and responds to request for collateral assistance. Performs other duties as assigned. Bachelor and/or Masters degree preferred with one to two years specialized experience. Education may be substituted for experience. This is a full time position with benefits, including health insurance.

Hazardous duty position. Applicant must be under age 37 and must pass background investigation and meet specified medical/fitness standards. Application/job description may be obtained by accessing the Court's Internet website at www.tnwd.uscourts.gov. Please send **letter, resume and application** to tnwpjobs@tnwd.uscourts.gov by 5:00 p.m. on Monday, February 23, 2015. Reference position number POA15-01 in subject line. You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Only applicants selected for an interview will be notified. **NO TELEPHONE CALLS!**

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

PROBATION OFFICER ASSISTANT
UNITED STATES PROBATION OFFICE
Memphis, Tennessee
Starting Salary CL 25/1 - $40,317.00; Position No. POA15-01
Closing Date: 5:00 p.m., February 23, 2015

Introduction:

The United States Probation Office in the Western District of Tennessee is a career organization focused on providing exceptional service to the court, members of the legal community and general public. Currently, we are seeking applicants for a full-time Probation Officer Assistant position. May be promoted without further posting subject to satisfactory performance and funding.

Requirements:

- U.S. citizen or eligible to work in the United States
- High school graduate (Bachelor's degree from accredited college or university preferred)
- Two years specialized experience (probation, parole, corrections, investigations, law enforcement, social work, legal or similar experience. Involves the routine use of computer skills and applications, as well as demonstrated ability to organize, prioritize, compile and summarize work within established time frames. Responsible experience in a criminal justice setting preferred.

Representative Duties:

- Under the direct guidance of a senior officer, supervise select lower-risk caseloads of offenders, which may include placing telephone calls, making home/office contacts and community/field contacts and maintaining files and case records.

- Under direct guidance, participate in select investigations as needed for pre-release/furlough. Draft and submit select reports and maintain related investigative files and case records. Observe and report to officers/supervisors on the lifestyle, personal problems, and needs of defendants.

- Under direct guidance, monitor selected pre-release cases, which shall include conducting community/field contacts, making residential/employment contacts and offender contacts at pre-release

facilities. Perform assessments of offenders to address rehabilitative needs and evaluate future plans for supervision success.

- Conducts record checks through local and national databases and files.
- Collects and conducts urine screens on offenders of the same gender and maintains appropriate related records.
- 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 functional training programs.

Maximum Entry Age:

Probation Services Officers and Officer Assistants are covered under law enforcement retirement as defined in Title 5, U.S.C., Chapters 83 and 84. Law enforcement retirement/separation provisions require mandatory retirement once an employee meets age and service requirements (age 57 with 20 years of service) due to the physical requirements of the position. Therefore, first-time appointees to positions covered under law enforcement office retirement provisions **must not have reached their 37th birthday at the time of appointment**. Applicants 37 or over who have previous federal law enforcement officer experience under the Civil Service Retirement System or the Federal Employee's Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

Conditions of Employment:

Applicants must be a United States citizen or provide documentation proving eligibility to work in the United States. Candidates selected for interviews will be required to provide references. The selected candidates must successfully complete a ten year background investigation that will also consist of the submission of fingerprints, a criminal record check and credit check with subsequent favorable suitability determination.

Prior to appointment, the selectee considered for this position will also undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court.

More than one position may be selected from this job posting.

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