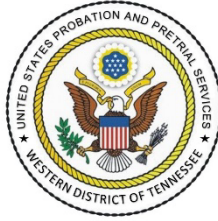


UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE
PROBATION AND PRETRIAL SERVICES OFFICE

Bruce Weidner
Chief U.S. Probation Officer

Seanda Reed
Deputy Chief U.S. Probation Officer



Odell Horton Federal Building
167 North Main Street - Room 234
Memphis, TN 38103
Phone: (901) 495-1400
Fax: (901) 495-1450

POSITION ANNOUNCEMENT
Announcement # 23-04

Position Title: Probation Services Assistant

Salary Range: \$41,368 - \$74,271 (CL 24/01 – CL 25/61) depending on experience, qualifications, and current compensation. Promotion to CL 25 at the discretion of Chief U. S. Probation Officer, without further competition.

Position Location: Memphis, Tennessee

Opening Date: May 15, 2023

Closing Date: June 12, 2023 @ 5 pm CST

The U. S. Probation and Pretrial Services Office, Western District of Tennessee, is accepting applications for the position of Probation Services Assistant. The position will be stationed in Memphis, TN.

The preferred candidate will have a demonstrated history of being a team player who is self-motivated, detail oriented, has excellent interpersonal communication and problem-solving skills and a strong work ethic. This position is for the Memphis office. Applicants from this pool may be considered for additional positions in our Memphis or Jackson offices if those positions become available by February 12, 2024.

Benefits:

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of choice.

- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 11 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

JOB SUMMARY:

The Probation Services Assistant provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties, as assigned.

REPRESENTATIVE DUTIES:

May conduct case file reviews and advise officers and officer assistants of matters needing their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Assist officers in responding to collateral requests for information. Assemble and process information to the Sentencing Commission and BOP. Keep various logs and records up to date.

May format, type, edit, and finalize reports and correspondence from rough drafts using word processing software. This may include, but is not limited to, documents such as presentence investigation reports, and memoranda or reports to the court.

Complete various standard forms for submission to the court and legal counsel using information provided by officers, including petitions, orders to the court, and similar documents.

Screen forms completed by officers and officer assistants and request corrections as needed. Retrieve information from databases and generate periodic reports.

Participate in problem solving at staff meetings with other support staff, officers, and officer assistants. Make constructive suggestions for improvement in work processes to better achieve goals and objectives. Periodically act as administrative and clerical facilitator to distribute/redistribute work and optimize office support operations, as required.

Provide general clerical office support by performing any or all the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and electronic mail messages; process travel and expense reimbursement documents; receive and distribute mail; attend meetings and take minutes; provide reception duties; order and store office supplies; assist officers and officer assistants with word processing or other computer matters.

As part of the property management team, may act as receiving, property, or disposal officer. Adhere to the Guide to Judiciary Policy Internal Control policies and procedures.

QUALIFICATION REQUIREMENTS

- High school graduation or equivalent and two years general experience.
- General Experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.
- Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

PREFERRED QUALIFICATIONS

- An associate's or bachelor's degree from an accredited college or university.
- Two or more years' experience working in a court or legal environment.

Probation and Law Enforcement

Knowledge of the roles and functions of the federal probation office. Knowledge of the practices and procedures used in probation and court processes, including knowledge of the administrative requirements to support these activities. Knowledge of the criminal justice system as it relates to federal probation policies and procedures.

Knowledge of standardized forms and documents used in both the presentence investigation and supervision disciplines. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities. Knowledge of legal terminology. Ability to follow safety procedures. Ability to compile information (such as background checks and criminal histories) within established time frames. Ability to identify and resolve problems and refer unusual or complex issues to a member of management or probation officers.

Ability to organize and prioritize work. Ability to work under the pressure of short deadlines and handle multiple tasks. Ability to follow detailed instructions accurately.

Judgment and Ethics: Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction: Ability to communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders. Ability to establish rapport with contacts at collateral agencies for the purpose of collecting information regarding offenders.

Information Technology: Skill in the use of automated equipment including word processing, spreadsheets, database applications, and various other types of software.

Ability to use computer software and database systems to perform record checks, compile criminal history information, and perform similar activities.

PERSONAL CHARACTERISTICS

A successful candidate is highly organized, possesses good judgment and poise. This position will include a high degree of interaction with the public and frequent communication with employees. The visibility of this position makes it important for a candidate to be committed to working harmoniously with others and to maintain a professional appearance and demeanor at all times. The incumbent is self-motivated and is unafraid to make suggestions when there is room for improvement in a team-based setting. Must be able to balance the demands of varying workload responsibilities and deadlines.

MISCELLANEOUS

Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the U.S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

Judiciary employees serve under excepted appointments. They are considered “at will” employees and can be terminated with or without cause by the appointing official. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at: [Code of Conduct for Judicial Employees | United States Courts](#)

Information for Applicants

Applicants selected for interviews must travel at their own expense. A general skills assessment will be administered. The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date without prior written notice. This posting may be used to fill additional positions for up to one year after the closing date. The Probation Office will only communicate with those qualified applicants who are selected for an interview.

HOW TO APPLY

Application packets must be submitted by email to: tnwpjobs@tnwd.uscourts.gov. Reference Position # 23-04 in the subject line of the email. The application packet must include: (1) a cover letter indicating why you are interested in this position and what best qualifies you, (2) a current resume, (3) name and contact information for at least two professional references, and (4) a completed form AO78 & AO78B (Application for Employment), available at: [Application for Judicial Branch Federal Employment | United States Courts](#). The application packet should be submitted as a single PDF document. All requested documentation must be provided to be considered for this position.

The United States District Court is an Equal Opportunity Employer.