

**PROBATION SERVICES ASSISTANT  
UNITED STATES PROBATION OFFICE  
234 Clifford Davis/Odell Horton Federal Building  
167 North Main Street  
Memphis, TN 38103  
Starting Salary - \$34,356; Position No. PSA01-13  
Closing Date: 4:30 p.m., August 9, 2013**

**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. Collects information at various law enforcement organizations via automated systems. Performs urine screen collection and responds to requests to collateral assistance and other duties as assigned.

**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 (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)

**Representative Duties:**

- Assists officers in performing probation investigations of all types for own 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.
- 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.

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

PSA01-13

**PROBATION SERVICES ASSISTANT  
U.S. PROBATION OFFICE  
MEMPHIS, TENNESSEE  
Starting Salary \$34,356**

Assists Probation Officers in performing criminal investigations for the United States District Court. Collects information at various law enforcement organizations and via various automated systems. Performs urine screen collections and responds to request for collateral assistance. Performs other duties as assigned. This is a permanent full time position with benefits, including health insurance.

Requirements include background investigation, computer skills, valid driver's license, and a completed application (AO78). Application/job description may be obtained by accessing the Court's Internet website at [www.tnwd.uscourts.gov](http://www.tnwd.uscourts.gov). Please send **letter, resume and application** to [tnwpjobs@tnwd.uscourts.gov](mailto:tnwpjobs@tnwd.uscourts.gov) by 4:30 p.m. on Friday, August 9, 2013. Reference position number PSA01-13. Only applicants selected for an interview will be notified.

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