

**UNITED STATES PRETRIAL SERVICES  
WESTERN DISTRICT OF TENNESSEE**



**Job Announcement - No. 18-05**

**Date: July 6, 2018**

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POSITION:	U.S. Pretrial Services Officer, FT/Permanent
STARTING SALARY RANGE:	\$42,150 - \$51,862 (CL 25/1 - CL 25/24)
SALARY POTENTIAL:	\$48,951 - \$95,388 (CL 27/1 - CL 28/61)
OPEN PERIOD:	Open until filled with first preference given to application packets received by July 23, 2018.
LOCATION:	Jackson, Tennessee - some travel to the Memphis office will be required

The United States Pretrial Services Office, Western District of Tennessee, is accepting applications for the position of United States Pretrial Services Officer in the Jackson, Tennessee Pretrial Services Office.

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**Salary and Benefits Information:** Most positions in the United States District Court are classified and paid under the Judiciary Salary Plan or the Court Personnel System which combines General Schedule (GS) grades and pay. Salary is set commensurate with experience. Federal benefits are available for most positions according to federal guidelines. The most suitable applicants will be invited for a personal interview at their own expense. Relocation expenses will not be paid. A second interview may be required. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. **Prior to appointment, the selectee considered for this position will 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. In addition, as condition of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements for law enforcement officer and officer assistant positions are available for public review on the [USCourts.gov](http://USCourts.gov) web site under [Officer and Officer Assistant Medical Requirements](#).** By Statute, employees must be a citizen of the United States or of a country which the United States has a mutual defense treaty. Work performance is of a confidential nature and is protected under the Pretrial Services Confidentiality regulations issued under Title 18 U.S. Code, Section 3153(c)(2).

The incumbent shall be required to train for six weeks at the Federal Law Enforcement Training Center located in Charleston, South Carolina.

**THE DISTRICT**

The Western District of Tennessee geographically consists of a 22-county area. The main office is located in Memphis, Tennessee with a satellite office in Jackson, Tennessee.

## **POSITION DESCRIPTION**

A United States Pretrial Services Officer conducts investigations, and makes recommendations on the type of bail and conditions to be met by the defendant if released. Additionally, a Pretrial Services Officer supervises defendants released on bail to monitor and intervene with defendants' compliance to conditions of release.

### **Representative Duties**

- Gathers and verifies background information concerning persons charged with a federal criminal offense when they are arrested or summoned to court.
- Evaluates information and prepares a report for the judge that assesses non-appearance and danger to the community. A recommendation regarding bail and/or release or detention of defendant is included in the report.
- Supervises defendants who are released with supervision conditions.
- Notifies the court and the U.S. Attorney of any violations.
- Develops a supervision plan and maintains a detailed record of case activity.

This list is intended to reflect typical duties and does not include all duties or special work assignments.

## **QUALIFICATIONS**

Applicants must have completed a Bachelor's Degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. For placement above the starting salary of \$42,150 the successful applicant must have at least one year of specialized experience which is progressively responsible experience in such fields as pretrial services, adult and juvenile probation, parole, corrections, criminal investigations, or work in substance/addiction treatment gained after completion of their degree. Experience as a police officer, FBI agent, customs agent, marshal or similar position does not meet the requirements of specialized experience. The successful applicant must have good writing skills and have above-average computer knowledge and skills. Each candidate selected for an interview will be administered a typing skills grammar test.

Outstanding scholastic achievements, such as an overall "B" grade point average, and standing in the upper third of the class may be substituted for one year of specialized experience.

Preference may be given to applicants who have more than three years specialized experience and/or a Master's Degree.

## **MEDICAL REQUIREMENTS AND MAXIMUM ENTRY AGE**

The duties of Pretrial Services Officers require the investigation and management of alleged criminal defendants who present physical danger to officers and to the public. In the supervision, treatment, and control of these defendants, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and

coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience 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 law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

#### **HOW TO APPLY**

Applicants must electronically submit a cover letter, resume, and AO78, [Application for Judicial Branch Federal Employment](#), with attention to Carolyn W. Moore, Chief U.S. Pretrial Services Officer at [tnwptjobs@tnwd.uscourts.gov](mailto:tnwptjobs@tnwd.uscourts.gov). **Include job number (PTS18-05) on subject line.**

First consideration for this position will be given to complete application packets received by 4:00 p.m., July 23, 2018.

Only candidates selected for an interview will be contacted.

More than one position may be filled from this announcement.

This position is open to all qualified individuals.

The U.S. Pretrial Services Office reserves the right to amend or withdraw this announcement without written notice to applicants.

**THE UNITED STATES PRETRIAL SERVICES OFFICE FOR THE WESTERN  
DISTRICT OF TENNESSEE IS AN EQUAL OPPORTUNITY EMPLOYER**