

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



Job Announcement - No. 14-01

Date: July 13, 2014

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POSITION:	U.S. Pretrial Services Assistant, FT/Temporary
SALARY RANGE:	CL-24 (\$34,703 - \$56,417)
OPEN PERIOD:	July 13, 2014 – Open until filled with first preference given to application packets received by July 25, 2014.
LOCATION:	Jackson, Tennessee - some travel to the Memphis office may be required

The United States Pretrial Services Office, Western District of Tennessee, is accepting applications for the position of United States Pretrial Services Assistant in the Jackson, Tennessee Pretrial Services Office. This position is for a term of one year and one day, subject to availability of funding. The possibility exists that this position *could* be extended beyond the one year and one day term or converted to permanent status, but there is absolutely no guarantee.

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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 U.S. Pretrial Services Office offers a flexible work schedule opportunity. 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. Applicants must be United States citizens or eligible to work in the United States. 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 DISTRICT

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

POSITION DESCRIPTION

A United States Pretrial Services Assistant provides specialized technical and administrative support to pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing similar duties under the guidance of a pretrial services officer. Assistance is also provided to the court unit in ensuring compliance with appropriate guidelines, policies and approved internal controls.

Representative Duties

- Assists pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities. Enters data and information into the office's computerized database system.
- Maintains inventory of urinalysis testing materials. Maintains paper and computerized records of test results, and inform officers of test results. Maintains and mails or transports tests and materials to laboratories for confirmation. Maintains inventory of supplies.
- Assists administrative analyst by entering, validating data and reconciling clinical services invoices in PACTS following the reconciliation and verification of all invoice charges.
- Prepares and processes forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contacts various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtains related records regarding defendants, following established practices and protocols. Prepares and updates case files and reports investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Formats, types, and edits reports prepared by officers.
- Where applicable, may assist officers and non-English speaking defendants, family members, and witnesses in translating, including translating documents and correspondence.
- Serves as custodial officer by taking responsibility of the accounting and safeguarding of personal property and by ensuring the Master Personal Property List is current.

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 \$34,703 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. 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.

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.

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First consideration for this position will be given to complete application packets received by 4:00 p.m., July 25, 2014. Incomplete packets will not be considered.

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