



## JOB ANNOUNCEMENT

**Position:** U.S. Pretrial Services Assistant (FT/Temporary)  
**Location:** Memphis, Tennessee – some travel to the Jackson office may be required  
**Vacancy No:** PTS 18-07  
**Salary:** CL - 24 (\$36,645 - \$59,557)  
(Commensurate with qualifications and experience)  
**Opening Date:** July 23, 2018 – Open until filled with first preference given to application packets received by (an extended period of time) August 10, 2018.

### Carolyn W. Moore

Chief Pretrial Services Officer

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#### Headquarters

167 N. Main Street, Room 459  
Memphis, TN 38103

#### Divisional Office

109 S. Highland Avenue, Rm B-6  
Jackson, TN 38301

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#### MISSION STATEMENT

We believe all people possess strengths to make positive changes in their lives and should be given fair and impartial consideration. While guiding individuals through the Federal Court process, we tailor prosocial interventions to specific needs and risks. Working with the public and the Court in honesty and respect, we strive to promote safe communities and productive individuals.

*The Western District of Tennessee U.S. Pretrial Services Office is an equal opportunity employer.*

#### POSITION OVERVIEW

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

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.

- Serves as Disposal Officer by ensuring that excess and surplus accountable and non-expendable property items are accounted for until disposed.
- Receptionist duties as needed.
- Perform such other duties as required.

## 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 \$36,645 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.

## 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).

## 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 (PTS18-07) on subject line.**

First consideration for this position will be given to complete application packets received by 5:00 p.m., August 3, 2018. 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.

Applicant must be a citizen of the United States or eligible to work in the United States (i.e. the applicant's country of citizenship has a defense treaty with the United States).

Please do not fax or mail application materials. Incomplete application materials will not be considered.

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.