

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TENNESSEE  
PROBATION OFFICE



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**Bruce Weidner**  
Chief U.S. Probation Officer

**Seanda D. Reed**  
Deputy Chief U.S. Probation Officer

**Max Schwarz III**  
Asst. Deputy Chief U.S. Probation  
Officer

## POSITION ANNOUNCEMENT

Announcement # 20-02

**Position Title:** **Supervisory United States Probation Officer**

**Salary Range:** Target Range: CL 30 (\$86,240 – \$140,157)

**Position Location:** Memphis, Tennessee

**Opening Date:** May 15, 2020

**Closing Date:** Open Until Filled; Preference Given to Applications received by May 29, 2020 @ 5pm CST

The U.S. Probation Office, Western District of Tennessee, is accepting applications for the position of Supervisory U.S. Probation Officer. This position is for the Memphis office and it will be assigned to the Presentence Unit. This position is open to current U.S. Probation and Pretrial Services Officers. The position reports to the Deputy Chief Probation Officer.

### JOB SUMMARY:

The Supervisory Probation Officer performs supervisory work related to the full range of probation officer law enforcement duties. The Supervisory Probation Officer primarily directs law enforcement officers assigned to the monitoring, investigation, and supervision of offenders/defendants. The incumbent may also supervise certain technical and administrative staff.

### REPRESENTATIVE DUTIES:

- Assigns and schedules presentence investigations, collaterals and other work to officers.

### Our Mission:

We value individuals and believe in their potential for positive change. We utilize proven practices and are committed to the fair administration of justice to promote a viable and safe community.

- Reviews and evaluates presentence reports and correspondence to ensure adherence to existing policies, procedures and guidelines.
- Approves/rejects completed work and assures timely submission of completed work to the Court.
- Confers regularly with Probation Officers. Provides direction and assistance to the officers on improving investigative and writing skills. Provides leadership in development of sentencing alternatives.
- Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences and keeping staff informed of changes in case/statutory law affecting work.
- Conducts unit staff meetings to identify performance and operational problems and to develop appropriate solutions.
- Tracks leave/holiday/telework schedules. Sets/adjusts work priorities and time schedules.
- Responsible for staff relationships and morale within the unit, encouraging loyalty and enthusiasm, maintains a supportive atmosphere for staff.
- Evaluates the performance of the Probation Officers on a systemic and regular basis. Effects disciplinary actions when required.
- Serves as major communication catalyst and link between line staff and the administration, assuring implementation of administrative direction while concurrently providing information to the Chief Probation Officer and/or the Deputy Chief Probation Officer for future administrative action.
- Participates with the Chief Probation Officer/Deputy Chief Probation Officer and other administrative staff in development of programs and policies to increase the effectiveness of the office.
- Conducts interviews and assists with selection of new employees.
- Develops understanding and cooperative relationships with government agencies and other law enforcement agencies.
- Supervises the field travel to include review and approval of all travel vouchers of officers in the unit.
- Performs other related duties as required by the Chief Probation Officer or Deputy Chief Probation Officer.

- Ensures adequate coverage for office activities, court appearances, etc. Conducts audits and reviews of case work. Analyzes management reports for efficient distribution of work. Establishes schedules and deadlines for completion of work.
- Develops recommendations and advises the court on appropriate issues. Assists senior managers in the formulation and modification of office management policies.
- Communicates and responds to management requests regarding case operations. Answers procedural questions for judges, staff, and the public. Provides customer service and resolves difficulties while complying with regulations, rules, and procedures. Abides by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrates sound ethics and good judgment at all times. Handles confidential and sensitive information appropriately.
- Performs any or all duties of a probation officer, including investigating and/or supervising offenders.

**COMPETENCIES** (Knowledge, Skills, and Abilities):

- Demonstrate knowledge of the roles and functions of the federal probation office, including knowledge of the legal requirements, practices and procedures used in probation, supervised release, and parole. Display knowledge of the roles, responsibilities, and relationships among the state and federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations. Exhibit an understanding of how other judicial processes and procedures relate to officers' roles and responsibilities.
- Display knowledge of federal law and the criminal justice system particularly as it relates to federal probation and parole policies and procedures. Display skill in investigative techniques and in investigating offenders' backgrounds, activities, and finances, and determining the legitimacy of their income. Exhibit a strong understanding of the sentencing guidelines, statutes, Federal Rules of Criminal Procedure, applicable case law and changes in the law.
- Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem-solving skills when managing conflicts in the workplace.
- Display the ability to effectively represent the probation unit among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.

- Demonstrate skill in the use of automated equipment, including word processing, spreadsheet, database applications, and applicable automated systems, websites, and other computer-based systems used by the court. Display the ability to manage new local and national applications. Use computer software, internet, and automated systems to perform record checks, track detection test results, conduct research, compile criminal history information, and complete similar activities.

**Minimum Qualifications:**

Applicants must have at least three years of experience as a U.S. Probation Officer at the CL 28 level. Preference will be given to USPO Specialists at the CL 29 level. An officer at the CL 28 level may be selected but would need to spend one year at the CL 29 level before being promoted to CL 30, without further competition.

**To Apply:**

Interested applicants must submit: (1) a cover letter indicating why you are interested in this position and what best qualifies you; (2) a current resume; (3) copies of last two performance appraisals and; (4) AO-78, Federal Judicial Branch Application for Employment (Download from <http://www.uscourts.gov> )

Completed application packets should be sent as a single pdf to: [tnwpjobs@tnwd.uscourts.gov](mailto:tnwpjobs@tnwd.uscourts.gov)

Applicants should include the announcement number (20-02) in the subject line of their email. Candidates will be assessed on their relevant experience; education and training; application submission; and the strength of their interview. Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response. The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

**THE U.S. PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**