

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TENNESSEE  
PROBATION AND PRETRIAL SERVICES OFFICE

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## POSITION ANNOUNCEMENT

Announcement # 21-07

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

**Salary Range:** CL 25 (\$44,528 – \$71,243)

**Position Location:** Memphis or Jackson, Tennessee

**Opening Date:** November 19, 2021

**Closing Date:** Open Until Filled; Preference Given to Applications received by December 31, 2021 @ 5pm CST

### JOB SUMMARY:

By statute, the Probation Officer Assistant serves in a judiciary law enforcement position and assists in the administration of justice. The incumbent promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The incumbent performs duties that involve general probation/pretrial cases, under the guidance of a probation officer. Applicants from this pool may be considered for additional positions in our Memphis or Jackson offices if those positions become available by June 30, 2022.

### REPRESENTATIVE DUTIES:

- Under guidance from a probation officer, supervise a caseload of low-risk offenders/defendants requiring contact by telephone, in the office, and in the field. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Assist probation officers with less complex presentence and bond investigations to include compiling criminal histories, and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and

performing other similar activities. Provide officers with accurate and factual information to assist in their completion of probation reports.

- Under guidance from a probation officer, draft and submit selected reports. Observe, and apprise the supervisor of the lifestyle, personal problems, and needs of offenders/defendants. Assist in the development of community resources to meet those needs.
- Under the guidance of a probation officer, respond to judicial officers' requests for information and occasionally testify in court, regarding the basis for factual findings and, if applicable, guideline applications.
- Conduct collateral investigations and draft and submit collateral reports, which may entail making telephone, office, and/or field contacts.
- Collect and conduct urine tests on offenders/defendants of the same gender and maintain appropriate records.
- If bilingual or multilingual, assist officers and non-English speaking offenders, family members, and witnesses in translating speech, documents, and correspondence, as required.
- Operate various criminal justice, law enforcement, and probation automated systems.
- Participate in ongoing training and development programs.
- Perform other appropriate duties as assigned.

## **REQUIRED COMPETENCIES**

**Probation and Law Enforcement:** General knowledge of the roles and functions of the federal probation and pretrial services office. General knowledge of the roles, responsibilities, and relationships among the 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. General knowledge of federal probation and parole policies and procedures. Knowledge of surrounding community and available community resources. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (i.e., National Crime Information Center). Knowledge of investigative and supervision techniques, including familiarity with resources available to verify offenders'/defendants' information.

Skill in reviewing and summarizing legal concepts and issues. Skill in reasoning and critical thinking. Skill in relating to other people. Ability to evaluate case information and offender/defendant circumstances. Ability to compile and summarize information (such as background checks and criminal histories) within established timeframes. Ability to follow safety procedures. Ability to organize, prioritize work schedule, work with limited supervision, and to exercise discretion. Ability to work under pressure of short deadlines.

**Judgment and Ethics:** Knowledge of and compliance with the [Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

**Written and Oral Communication/Interaction:** Ability to communicate effectively (orally and in writing) to individuals and groups, including law enforcement and collateral agency

personnel at different governmental levels, community service providers, and offenders/defendants. Ability to interview and gather information.

**Information Technology:** Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems. Ability to perform record checks, record urinalysis results, compile criminal history information, and similar activities pursuant to adequate instruction.

## **QUALIFICATION REQUIREMENTS**

- U.S. citizen or eligible to work in the United States.
- Completion of a bachelor's degree from an accredited college or university is required. Fields of academic study may include criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.
- Applicants must have a strong foundation in basic computer functionality and software applications including Microsoft Word, Excel.
- Applicants must have a demonstrated ability to organize, prioritize, compile and summarize work within established time frames. Attention to detail is critical.

## **PREFERRED QUALIFICATIONS**

- Masters' degree in related field of study.
- At least one year of paid or volunteer work as a probation/pretrial officer or other community corrections professional
- Demonstrated ability to work under pressure with short deadlines while maintaining a positive and professional demeanor.
- Demonstrated ability to exercise discretion and sound judgment, maintain confidentiality, and foster high ethical standards.
- Demonstrated ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes offenders, law enforcement personnel, collateral resources, and community service providers.
- Ability to analyze and interpret written communications.

## **MISCELLANEOUS**

### **Maximum Entry Age:**

Probation Officer Assistants are covered under law enforcement retirement as defined in Title 5, U.S.C., Chapters 83 and 84. Law enforcement retirement/separation provisions require mandatory retirement once an employee meets age and service requirements (age 57 with 20 years of service) due to the physical requirements of the position. Therefore, first-time appointees to positions covered under law enforcement office retirement provisions **must not have reached their 37<sup>th</sup> birthday at the time of appointment**. Applicants 37 or over who have previous federal law enforcement officer experience under the Civil Service Retirement System or 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 federal law

enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

### **Medical Requirements:**

The duties of probation officers and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these 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 or convicted 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 in the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities. The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at [www.uscourts.gov](http://www.uscourts.gov)

### **Benefits:**

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 11 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits.

**Conditions of Employment:**

Applicants must be a United States citizen or provide documentation proving eligibility to work in the United States. Candidates selected for interviews will be required to provide references. The selected candidates must successfully complete a ten-year background investigation that will also consist of the submission of fingerprints, a criminal record check and credit check with subsequent favorable suitability determination.

Prior to appointment, the selectee considered for this position will also 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.

Electronic Fund Transfer (EFT) for salary is mandatory for all employees.

**Additional Information:**

Only applicants selected for an interview will be notified. Applicants selected for interviews must travel at their own expense and be prepared to provide copies of college transcripts at the time of the interview as well as complete a writing exercise. Relocation expenses are not authorized and will not be reimbursed. More than one position may be filled from this posting.

**Application Process:**

To apply, submit a letter of interest, chronological resume with salary history and contact information for three professional references, as well as a completed [Form AO 78 – Application for Employment](#). Application packets should be sent as a single pdf to: [tnwpjobs@tnwd.uscourts.gov](mailto:tnwpjobs@tnwd.uscourts.gov). The announcement number (PROB 21-07) must be listed in the subject line of the email. Candidates will be assessed on their relevant experience; education and training; writing exercise (those selected for an interview may be subject to a writing exercise); and strength of their interview. Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response. Incomplete application packets will not be considered. This position is open until filled. Applications received by the noted preference date will be given priority.

The U.S. Probation and Pretrial Services 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 by June 30, 2022, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

**THE UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE IS AN  
EQUAL OPPORTUNITY EMPLOYER**