

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

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POSITION ANNOUNCEMENT
Announcement # 22-03

Position Title: Supervisory United States Probation Officer

Salary Range: Target Range: CL 30 (\$89,210 – \$144,986)

Position Location: Memphis, Tennessee

Opening Date: July 28, 2022

Closing Date: Open Until Filled; Preference given to applications received by August 22, 2022 @ 5pm CST

The U.S. Probation and Pretrial Services Office, Western District of Tennessee, is accepting applications for the position of Supervisory U.S. Probation Officer. This position will be assigned to the Pretrial Unit in Memphis, TN. Occasional travel to the Jackson Office will be required.

****Transfers will be considered with the potential for a match to current classification level. Applicants are encouraged to discuss their interest with their current chief and supervisor. This position is promotion eligible within this range without further competition.****

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, bond investigations, collaterals, and other work to officers.
- Reviews and evaluates presentence reports, violation reports, bond reports, status reports and correspondence to ensure adherence to existing policies, procedures, and guidelines.
- Reviews and edits written work, including case plans, correspondence, and reports submitted to the court. Ensures that recommendations made by officers to the court adhere to local and national policy and guidelines. 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. 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 the 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 with the unit, encouraging loyalty and enthusiasm, maintains a supportive atmosphere for staff utilization of management personnel and resources.
- 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 management, assuring implementation of management 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 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.
- 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. Answer procedural questions for judges, staff, and the public. Provides customer service and resolves difficulties while complying with regulations, rules, and procedures. Abide 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/defendants.

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, pretrial 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 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/Pretrial Services 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 and; (3) a completed [Form AO 78 – Application for Employment](#) and copies of last two performance appraisals. Completed application packets should be sent as a single pdf to: tnwpjobs@tnwd.uscourts.gov

Applicants should include the announcement number (22-03) 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.

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 January 28, 2023, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

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