

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

Bruce Weidner
Chief U.S. Probation Officer

Seanda Reed
Deputy Chief U.S. Probation Officer

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

Clifford Caver
Asst. Deputy Chief U.S. Probation Officer



Clifford Davis/ Odell Horton Federal Building
167 North Main Street - Room 234
Memphis, TN 38103
Phone: (901) 495-1400
Fax: (901) 495-1450

POSITION ANNOUNCEMENT

Announcement # 21-03

Position Title: United States Probation Officer

Salary Range: \$51,709 - \$100,739 (CL 27/01 – 28/61) depending on experience, qualifications, and current compensation.

Position Location: Memphis or Jackson, Tennessee

Opening Date: February 5, 2021

Closing Date: Open Until Filled; Preference Given to Applications received by February 26, 2021 @ 5pm CST

*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.

The U.S. Probation and Pretrial Services Office, Western District of Tennessee, is accepting applications for the position of U.S. Probation Officer. This position is for the Memphis or Jackson office; based on the needs of the district. Additional positions may be filled from this announcement if a need arises within one year of the closing date for this posting.

Position Summary:

Probation and Pretrial Services Officers perform functions that aid judicial officers in making informed decisions on persons charged with and convicted of criminal offenses and supervise persons to assure their compliance with the conditions of release. The duties specified herein are intended to provide generalized examples of the major duties and responsibilities that are performed by a U.S. Probation and Pretrial Services Officer within any unit and do not reflect all duties performed by positions covered in this announcement.

Summary of Representative Duties and Responsibilities:

- Conducts pretrial investigations and prepares pretrial reports for the court with recommendations addressing risk of flight and risk of danger to the community. Gathers comprehensive, factual, and objective information that is verified with collateral resources. Provides written and verbal assistance to the court regarding pretrial procedures in a clear, logical, and concise format.
- Conducts presentence investigations and prepares reports for the court with recommendations for sentencing. Preparation of these reports requires interviewing defendants and their families; investigating the offense, prior record and financial status of the defendant; and contacting collateral sources. An integral part of the presentence investigative process, including responses to objections, is the interpretation and application of the U.S. Sentencing Commission Guidelines and relevant case law.
- Supervises persons under pretrial and post-conviction supervision to promote positive lifestyle changes, to maximize compliance with court-imposed conditions, to reduce risk to the community, and to provide for correctional treatment. An integral part of the supervision process is developing and implementing appropriate strategies utilizing evidence-based practices.
- Maintains personal contact with persons under pretrial and post-conviction supervision through telephone and electronic means and visits in the office, home, and community. Personal visits may take place in unsafe neighborhoods or environments where illegal activities and violence could occur. Investigates employment, sources of income, lifestyle and associates to assess risks, criminogenic needs, and compliance with court-ordered conditions of supervision.
- Detects and investigates any violations of conditions of supervision, including substance abuse, and implements appropriate strategies and sanctions. Reports violations of the conditions of supervision to the court and appropriate authorities.
- Officers initiate contact with, reply to, and seek information from a variety of sources such as the U.S. Parole Commission, Bureau of Prisons, defendants/persons under supervision and their families, community partners, law enforcement officials, treatment providers, victims, and attorneys. As representatives of U.S. Probation and Pretrial Services, officers are required to treat everyone with dignity and respect.
- Officers prepare an array of reports and may be required to testify in court as to the basis of factual findings, case information, and guideline applications. Officers serve as resources and subject matter experts for the court.
- Officers are required to maintain a detailed written record of case activity.
- Officers interpret and apply complex rules, policies, and procedures while ensuring judicial and statutory requirements are being met.
- Schedules and conducts drug use detection tests and DNA collection of offenders, following established procedures and protocols. Maintains paper and computerized records of test results. Maintains chain of custody for urinalysis testing. Responds to judicial officers' request for information and advice. Testifies in court as to the basis for factual findings and (if warranted) guideline applications. Serves as a resource to the Court. Maintains detailed written records of case events. May conduct surveillance and/or search and seizure at the direction of the Court.
- Assesses offenders' level of risk and develops a blend of strategies for controlling and correcting risk management. Responsible for enforcement of home confinement conditions ordered by the Court and may perform home confinement reintegration on behalf of the Bureau of Prisons.

- Mandatory evening and weekend work are required for supervision activities and/or mission critical tasks. Some training and travel, including overnight stays, are required. Officers may be required to work more than 40 hours per week in order to meet job requirements and deadlines. Overtime pay is not authorized by the Judicial Conference of the United States.
- Perform other duties as assigned.

Education Requirements

Completion of a bachelor's degree from an accredited college or university is required for all probation officer positions. 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.

Minimum Qualifications

Two years of specialized experience, including at least one-year equivalent to work at the CL-25 level; or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, correctional, or security officer, other than any criminal investigative experience, is not creditable.

Preferred Qualifications

In addition to the minimum qualifications, **preference will be given to applicants with a master's degree** in a related field of study, at least two years of specialized experience, and applicants who can demonstrate the following skills and abilities:

- Ability to work under pressure with short deadlines while maintaining a positive and professional demeanor.
- Ability to exercise discretion and sound judgment, maintain confidentiality, and foster high ethical standards.
- Ability to interact and communicate effectively, both verbally and in writing, with people of diverse backgrounds. This includes offenders, law enforcement, and collateral agency personnel at different government levels, and community service providers.
- Ability to think through, analyze, and interpret written communications; and
- Strong organizational skills and attention to detail.

Medical Requirements

The duties of probation officers 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.

Maximum Entry Age

First-time appointees to positions covered under the law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees 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 law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Benefits

Employees of the Judicial Branch 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 set forth below:

- 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 long-term care, 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 10 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

- Employees of the United States Courts serve under "excepted service appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Chief Probation Officer.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).

- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- All information is subject to verification and background investigation.

Additional Information

Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.

Application Process

Interested applicants must submit: (1) letter of interest; (2) a current resume; (3) contact information for three professional references; (4) AO-78, Federal Judicial Branch Application for Employment (Download from <http://www.uscourts.gov>)

Applications should be sent as a single pdf to: tnwpjobs@tnwd.uscourts.gov

Applicants should include the announcement number (21-03) in the subject line of their 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 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 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 August 26, 2021, 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**