

**UNITED STATES PROBATION OFFICE**  
UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TENNESSEE



**VACANCY ANNOUNCEMENT**

Announcement # 18-02

**UNITED STATES PROBATION OFFICER**

**Position Title:** U. S. Probation Officer

**Salary Range:** \$48,951 - \$95,388 (CL 27/01 – 28/61) depending on experience, qualifications, and current compensation.

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

**Opening Date:** June 12, 2018

**Closing Date:** Open Until Filled; Priority given to applications received by July 31, 2018 @ 5pm CST.

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The United States Probation Office for the Western District of Tennessee is accepting applications for United States Probation Officer. Our current need is for officers in both our Jackson and Memphis offices. Additional positions may be filled from this announcement if a need arises within one year of the closing date for this posting.

**Representative Duties:**

- Conducts investigations and prepares reports for the Court with recommendations, which requires interviewing offenders and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statues, *Federal Rules of Criminal Procedures*, U.S. Sentencing Guidelines, and relevant case law. Tracks legal developments, and updates staff and the Court when appropriate.
- Analyzes and responds to objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution. Investigates and analyzes financial documents and activities and take appropriate action. Interviews victim(s) and provides victim impact statements to the Court. Ensures compliance with *Mandatory Victims Restitution Act*.

- Enforces court-ordered supervision components and implements supervision strategies. Maintains personal contact with offenders. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary response through assessment, monitoring, and counseling.
- 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.
- Communicates with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders' behavior and conditions of supervision. Identifies and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares written reports of violation matters, and makes recommendations for disposition. Testifies at court or parole hearings. Conducts Parole Commission preliminary interviews. May guide the work of staff providing administrative and technical assistance to officer. Has knowledge of, and complies with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Consistently demonstrates sound ethics and judgment.

### **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, custodial, or security officer, other than any criminal investigate 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 orally 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](http://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:

- 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). (Limited exceptions are available upon request.)
- 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.
- The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- 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**

To apply, submit an [AO 78 – Application for Employment](#), letter of interest, resume, and contact information for three professional references to: [tnwpjobs@tnwd.uscourts.gov](mailto:tnwpjobs@tnwd.uscourts.gov). A single pdf of all requested documents is preferred. Reference Position # 18-02 in the subject line of the email

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 United States Probation Office for the Western District of Tennessee is an Equal Opportunity Employer.***