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Announcement Date:
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Closing Date:
1/2/2026

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT Western District of Tennessee Probation and Pretrial Services Office

Vacancy # 25-09

Position: United States Probation Officer Specialist -
Reentry Specialist

Classification: CL 29

Salary: \$84,284 - \$137,032 (based on qualifications and experience)

Duty Station: Memphis, Tennessee

Introduction

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

Responsibilities

- Perform investigative and supervision responsibilities for offenders/defendants in both general and specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized case by interviewing offenders/defendants and their families and collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include *U.S. Sentencing Guidelines*, Monographs, and relevant case law in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding issues relating to the area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with high-risk and/or specialized needs.
- Consult with line officer staff concerning residential re-entry center (RRC) cases and assignments. Serve as a liaison to the RRC and Bureau of Prisons Community Corrections Office and oversees offender re-entry programs. Manage allotted bed space with RRC's for public law placements.
- Serve as the district's in-house expert on the *Second Chance Act of 2007*, to include identification of vendors, forming of policy regarding Second Chance Act statutes, and liaison with Bureau of Prisons on cases which are identified for early release under this statute.



WD/TN MISSION

We serve the Courts of the Western District of Tennessee with honesty and integrity and assist in the fair administration of justice. We guide individuals towards growth and positive change, while protecting the public and fostering community safety.

- Develop and maintain a professional relationship with employers, community organizations, and other government agencies. Create defendant and offender advancement plans to determine suitable jobs or career paths. Conduct or participate in career or job fairs that bring employers into contact with groups of offenders. Establish and maintain relationships with local employers to promote consideration of offenders for hire.
- Evaluate, analyze, and identify needs of defendants and offenders relative to employment, GED and vocational training, housing and medical services, and present proposals to provide services. Counsel and assist defendants/offenders with job selection, career planning, and transition. Assess interests, aptitudes, and abilities to steer the offender toward education, training and career opportunities.
- Instruct defendants and offenders in resume writing, job search and interviewing techniques, workplace decorum, and acceptable work-related attitudes and behaviors.
- Manage the contracting process of procuring and monitoring Second Chance Act programs. Work closely with the contract agencies and service providers to ensure compliance with the contract.
- Obtain and maintain necessary contracting officer certifications to manage the financial requirements for Second Chance Act funds.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization. Provide management and staff with ongoing updates related to changes with this offender/defendant population.
- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with the *Mandatory Victims Restitution Act*. Responsible for enforcement of location monitoring conditions ordered by the court.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for addressing risk.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of



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 within 6 months from the closing date, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.

- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Maintain detailed records of case activity and conduct surveillance and/or search and seizure at the direction of the court.
- Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications.
- Perform administrative duties regarding area of specialty.

Qualifications

- Three years of specialized experience, include at least one year as a U.S. Probation Officer at the CL-28 level. "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 investigative experience, is not creditable. Candidates with an advanced degree in the social sciences are preferred.

Competencies (Knowledge, Skills, and Abilities):

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. 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 relating to area of specialization.
- Knowledge of residential re-entry options and related programs. Knowledge of policies, procedures, and protocols in managing re-entry cases. Skill in supervising offenders/defendants with specialized needs/situations. Ability to provide guidance to line officers, the court, and other agencies regarding area of specialization. Knowledge of *U.S. Sentencing Guidelines* and related appellate case law.



- Knowledge of available community resources and services relating to offender re-entry and transition. Knowledge of current research, programs, and practices for defendant/offender development and transition.
- Ability to identify and assess the needs of offenders relating to community re-entry and transition. Skill in counseling offenders with job selection, career planning, and transition.
- Skill in instructing offenders in resume writing, job search and interviewing techniques, workplace decorum, and acceptable work-related attitudes and behaviors.
- Ability to recognize and develop employment, education, and vocational opportunities for offenders transitioning from custody into the community. Skill in working with professionals who provide direct services to offenders.
- Knowledge of investigative techniques and skill in investigating offenders'/defendants' backgrounds, activities, finances, and determining legitimacy of their income. Knowledge of the Bail Reform Act. Knowledge of negotiation and motivation techniques.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal probation and pretrial services in the area of specialization, and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law. Ability to apply changes in the law as appropriate. Knowledge of techniques in supervising offenders/defendants who are high-risk or have specialized needs. Skill in supervising offenders/defendants with specialized needs, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior.
- Skill in conducting legal research related to complex and difficult legal issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance with conditions of their release. Skill in evaluating and applying sentencing guidelines in complex cases and make appropriate recommendations. Ability to discern deception and act accordingly. Ability to follow safety procedures.
- Ability to identify and evaluate needs, develop proposals, and implement programs. Ability to conduct training and provide consultation. Ability to interview people with diverse backgrounds, their families and others in the community to obtain the information needed. Ability to work under deadlines.
- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.



- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of supervision and investigation.
- 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 to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Ability to learn and adapt to changing technologies related to supervising offenders/defendants. Skill in interpreting and analyzing data from a variety of investigative databases.

Application Process

Applicants must submit a single PDF document to tnwpjobs@tnwd.uscourts.gov with a cover letter indicating why you are interested in this position and what best qualifies you, and a copy of your current resume.

Please include the announcement number **(25-09)** in the email subject line. Candidates will be assessed on their relevant experience, education and training, application submission, and the strength of their interview. We will only communicate with those applicants selected for an interview.