



Seanda D. Reed
Chief U.S. Probation Officer

Memphis
167 N. Main, Suite 234
Memphis, Tennessee
38103

Jackson
109 South Highland,
Suite 101
Jackson, Tennessee
38301

www.tnwd.uscourts.gov

Announcement Date:
2/20/2026

Closing Date:
3/13/2026

CAREER OPPORTUNITY

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

Vacancy # 26-02

Position: United States Probation Officer Specialist -
Special Offender Specialist

Classification: CL 29

Salary: \$85,141 - \$138,380 (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 – Special Offender Specialist. The incumbent will supervise a caseload of higher risk offenders/defendants, including individuals that may have substance use and/or mental health needs, a location monitoring condition, and/or sex offender monitoring needs. Intensive supervision is often required for high-risk offenders/defendants. Officer specialists may guide the work of probation officer assistants and other staff. This position will primarily be assigned duties within the Pretrial Unit in Memphis.

Responsibilities

- Perform investigative and supervision responsibilities for offenders/defendants in both general cases and specialized cases which include offenders/defendants who are identified as being high-risk. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases 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, and relevant case law.
- Serve as a resource and expert to the court, line officers, and staff in high-risk, specialized cases. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants in high-risk cases. Track developments in the law and update staff and the court.
- 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. Provide management and staff with ongoing updates related to changes with this offender/defendant population, and with procedural matters related to supervision generally.



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.

- May participate in the development of programs to implement evidenced based practices (EBP) supervision and case management techniques. May participate in ongoing EBP training and education opportunities to further develop and/or enhance techniques and skills relating to offender/defendant investigation, supervision practices and specialized areas. Assist others in determining and evaluating available resources.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with offenders/defendants through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance use, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- When appropriate, investigate and analyze financial documents and activities and take appropriate action. Responsible for enforcement of location monitoring conditions ordered by the court and may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- 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 supervision. Report violations of the conditions of supervision to the appropriate authorities and make recommendations for disposition.
- Locate and schedule suitable contract and non-contract services to maximize effectiveness of treatment or services for high-risk offenders/defendants while following established procedures and protocols. Respond to judicial officer's request for information and advice. Conduct surveillance and/or search and seizure when appropriate and pursuant to national and local policy/procedure. Maintain detailed records of case activity.
- Perform administrative duties regarding mental health treatment, substance use, location monitoring, sex offenses, computer-related crimes, financial, and other high-risk issues. Guide the work of staff providing administrative and technical assistance to officers.

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.



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.

Competencies (Knowledge, Skills, and Abilities):

- 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. 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.
- Knowledge of resources, policies, procedures, and protocols in managing cases involving high-risk offenders/defendants. Ability to provide guidance to other officers, the court, and other agencies regarding high-risk offenders/defendants. Knowledge of U.S. Sentencing Guidelines and related case law.
- Knowledge of community and available community resources and services impacting mental health and related services. Skill in using specialized counseling and development practices and techniques at all levels in the supervision of offenders/defendants. Skill in evaluating and applying mental health protocols.
- 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.
- Knowledge of investigative techniques and skill in investigating offender's/defendant's backgrounds, activities, finances and determining legitimacy of their income. Knowledge of negotiation and motivation techniques. Knowledge of the principles of evidenced based practices (EBP) and the ability to identify criminogenic needs of offenders/defendants relative to the implementation of EBP.
- Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to assist them in maintaining compliance with the conditions of their release. Ability to follow safety procedures. Ability to discern deception and act accordingly.
- Ability to compile and summarize information (such as violation conduct and supervision adjustment) within established time frames. Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short 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 defendants. Ability to interview and establish rapport with contacts at collateral agencies,



offenders/defendants, their families/support systems, and others for the purpose of supervision and investigation.

- Skill in the use of automated equipment including mobile devices, 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.
- The successful candidate must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and polite. Incumbent must demonstrate a commitment to continuous learning in our changing field.

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 **(26-02)** 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.