



CAREER OPPORTUNITY

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

Seanda D. Reed
Chief U.S. Probation Officer

Vacancy # 26-04

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

Jackson
109 South Highland,
Suite 101
Jackson, Tennessee
38301

Position: Probation Support Technician

Classification: CL 23

Salary: \$40,346 - \$65,631 (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 Probation Support Technician. Occasional travel to the Jackson Office may be required. This is a permanent, full-time position.

Responsibilities

The Probation Support Technician will provide technical and administrative support to probation/pretrial services officers and operational support to the entire office. Job responsibilities include, but are not limited to, the following:

- Greet telephone callers and visitors; receive and distribute mail; and send and receive faxes and electronic mail messages.
- Prepare and update case files and reports for investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Conduct records research and retrieval via telephone or mail to obtain required documentation. Assist officers in responding to collateral requests for information. Assemble and transmit information to the U.S. Sentencing Commission and the Bureau of Prisons (BOP). Keep various logs and records up to date.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-related documents, officer reports, and related paperwork.
- Conduct criminal record checks through local and national law enforcement databases and assist officers in compiling criminal histories/profiles. Under the guidance and direction of an officer, monitor compliance of persons under supervision by making telephone contacts and reviewing monthly reports. Report noncompliance issues to officer.
- Scan, upload documents into electronic case file program. Perform other administrative duties as assigned.
- Consistently demonstrates sound ethics, judgment, and unquestioned integrity.
- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements.

**To learn more about our
District, please visit us at
the following links:**

[Western District of
Tennessee | United States
Probation Office](#)

[LinkedIn](#)

Announcement Date:
8/17/2026

Closing Date:
**Open until filled but
preference will be given to
applications received by
September 4, 2026.**



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.

Minimum Qualifications

- U.S. citizen or eligible to work in the United States.
- A high school diploma or equivalent.
- Two years of general experience, defined as progressively responsible clerical, office or other work that indicates the possession of, or ability to acquire, the particular knowledge and skills needed to perform the duties of the position.
- Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.
- Applicants must have a strong foundation in basic computer functionality and software applications including Microsoft Word and Excel.
- Applicants must have a demonstrated ability to organize, prioritize, compile and summarize work within established time frames. Attention to detail is critical.

Preferred Qualifications

- Bachelor's degree in related field of study.
- Demonstrated ability to work under pressure with short deadlines while maintaining a positive and professional demeanor.
- Demonstrated ability to exercise discretion and sound judgment, maintain confidentiality, and foster high ethical standards.
- Demonstrated ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes offenders, law enforcement personnel, collateral resources, and community service providers.
- Ability to analyze and interpret written communication.

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 11 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.



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.

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 material 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.
- Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized.

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>); and (5) AO78B.
- Applications should be sent as a single pdf to: tnwpjobs@tnwd.uscourts.gov
- Applicants should include the announcement number (26-04) 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.
- We will only communicate with those applicants selected for an interview.