

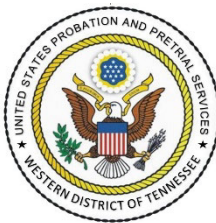
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE
PROBATION AND PRETRIAL SERVICES OFFICE

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



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

POSITION ANNOUNCEMENT
Announcement # **24-01**

Position Title: Probation Clerk

Salary Range: CL 23/01 – 23/61 (**\$39,212 - \$63,744**) depending on experience, qualifications, and current compensation. Promotion to CL 24/01-24/61 (\$43,414 - \$70,610) at the discretion of Chief U. S. Probation Officer, without further competition.

Position Location: Memphis, Tennessee

Opening Date: June 28, 2024

Closing Date: August 2, 2024 @5 pm CST

The U. S. Probation and Pretrial Services Office, Western District of Tennessee, is accepting applications for the position of Probation Clerk. The position will be stationed in Memphis, TN.

The preferred candidate will have a demonstrated history of being a team player who is self-motivated, detail oriented, has excellent interpersonal communication and problem-solving skills and a strong work ethic.

JOB SUMMARY:

The Probation Clerk provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas as well as provides office receptionist duties in accordance with internal policies and procedures to ensure the smooth and efficient operation of the office. The incumbent hired at Classification Level 23 is eligible for promotion to classification level (CL 24/01 – 24/61) without further competition.

REPRESENTATIVE DUTIES:

The Probation Clerk performs a variety of duties and responsibilities that include, but are not limited to, the following:

- Performs receptionist duties by greeting telephone callers and visitors/clients; receives and distributes mail; and sends and receives faxes and electronic mail messages.
- Conducts case file reviews and advises officers and officer assistants of matters needing their attention. Makes chronological entries in supervision case records. Conducts records research and retrieval via telephone or mail to obtain required documentation. Assists officers in responding to collateral requests for information. Assembles and transmits information to the Sentencing Commission and BOP. Keeps various logs and records up to date.
- Formats, types, edits, proofreads reports created by the probation officers, often within a short time frame.
- Prepares petitions, orders, and other court-related documents from templates and notes.
- Prepares letters, memoranda, recurring reports/forms.
- Conducts criminal record checks through local and national law enforcement databases.
- Assists officers in obtaining verification information necessary in the preparation of investigative reports.
- Scans, uploads documents into electronic case file program.
- Assists persons from prison or from court on reporting procedures.
- Performs 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.

QUALIFICATION REQUIREMENTS

- High school graduation or equivalent and two years general experience.
- General Experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the 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.

PREFERRED QUALIFICATIONS

- An associate's or bachelor's degree from an accredited college or university.
- Two or more years' experience working in a court or legal environment.

PREFERRED SKILLS

- Self-motivated, detail-oriented, excellent oral and written communication skills.
- Excellent interpersonal skills and the ability to be a team player and interact effectively, appropriately, tactfully with a variety of people.

- Excellent skills in grammar, spelling, and proofreading.
- Proficient in organizing work, multitasking, and ability to follow detailed instructions in a fast-paced environment.
- Proficient in the use of computers and software applications.
- Skill in using standard office equipment such as copiers, printers, scanners, etc.
- Ability to adapt to ever-changing technology and workplace changes.
- Knowledge of the criminal justice system, particularly as it relates to the Federal probation system.
- Knowledge of standardized forms and documents utilized in the Federal probation system. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities. Knowledge of legal terminology.

Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the U.S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

Judiciary employees serve under excepted appointments. They are considered “at will” employees and can be terminated with or without cause by the appointing official. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at: [Code of Conduct for Judicial Employees | United States Courts](#)

Employee Benefits

Employees of the United States Probation Office are eligible for, but not limited to, the following employment benefits: • Accrual of paid vacation and sick leave days (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), and paid holidays (11 days) • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions • Extensive on-line training options •

Information for Applicants

Applicants selected for interviews must travel at their own expense. A general skills assessment will be administered. The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date without prior written notice. This posting may be used to fill additional positions for up to six (6) months after the closing date. The Probation Office will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

HOW TO APPLY

Application packets must be submitted by email to: tnwpjobs@tnwd.uscourts.gov. Reference Position #24-01 in the subject line of the email. The application packet must include: (1) a cover letter indicating why you are interested in this position and what best qualifies you, (2) a current resume, (3) name and contact information for at least two professional references, and (4) a completed form AO78 (Application for Employment), available at: [Application for Judicial Branch Federal Employment | United States Courts](#)

The application packet should be submitted as a single PDF document. All requested documentation must be provided to be considered for this position.

The United States District Court is an Equal Opportunity Employer.