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Announcement Date:
9/4/2025

Closing Date:
10/3/2025

CAREER OPPORTUNITY

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

Vacancy # 25-05

Position: United States Probation Officer (transfer opportunity)
Classification: CL 27/01 – 28/61
Salary: \$59,133 - \$115,213 (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. This posting is open only to current U.S. Probation Officers seeking transfer to this District. This position will be assigned to the Post-Conviction Unit in Memphis, TN. Occasional travel to the Jackson Office may be required.

Responsibilities

- Conduct investigations, prepare reports, and make recommendations to the court. Interview offenders/defendants and their families and collect background data from various sources. Interpret and apply policies, procedures, and statutes, *Federal Rules of Criminal Procedures*, and U.S. Sentencing Guidelines, Monographs, and relevant case law, as applicable.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and work with appropriate specialist to implement necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- 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. Respond to judicial officers' requests for information and advice. Testify in court as to the basis for factual findings and guideline applications, as warranted. Serve as a resource to the court. Maintain detailed written records of case activity.
- 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*. Enforce home confinement conditions ordered by the court and perform home confinement reintegration on behalf of the Bureau of Prisons, as applicable.
- Review and resolve disputed issues involving offenders/defendants and present



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.

unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.

- Provide offenders/defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Work with offenders/defendants toward integration into the job market through cross-training, mentoring, and the use of up-to-date technology.
- Communicate with other organizations and personnel (such as U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Discuss violations with Supervisory Officer. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Guide the work of staff providing administrative and technical assistance to officers.

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, correctional, or security officer, other than any criminal investigative 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 verbally 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.



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.

- Ability to think through, analyze, and interpret written communication.
- Strong organizational skills and attention to detail.

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.

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) a copy of your most recent performance evaluation; and (5) AO78B.
- Application packets should be sent as a single pdf to: tnwpjobs@tnwd.uscourts.gov
- Applicants should include the announcement number **(25-05)** 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.