CAREER OPPORTUNITY

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

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

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

Western District of Tennessee | United States Probation Office

LinkedIn

Announcement Date: 9/11/2026

Closing Date:
Open until filled with preference given to applications received by 9/28/2026.

Vacancy # 26-07

Position: **United States Probation Officer**

Classification: **CL 27/01 – 28/61**

Salary: **$59,732 - $116,394 (based on qualifications and experience)**

Duty Station: **Memphis or Jackson, Tennessee**

Transfers may be considered

Introduction

The U.S. Probation and Pretrial Services Office, Western District of Tennessee, is accepting applications for the position of U.S. Probation Officer in our Memphis, TN or Jackson, TN office. The Chief U.S. Probation Officer will determine the unit assignment between Pretrial or Post-Conviction. More than one position may be filled from this announcement. Occasional travel 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

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.

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

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

Competencies (Knowledge, Skills, and Abilities):

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices. 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 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 pretrial services, probation, and parole policies and procedures. Knowledge of surrounding community and available community resources. Knowledge of available Office of Probation and Pretrial Services (PPSO) defendant and offender workforce development resources.

- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (i.e. National Crime Information Center). Knowledge of investigative techniques and skill in investigating offenders'/defendants' backgrounds, activities, and finances and determining legitimacy of their income. Knowledge of the *Bail Reform Act*. General knowledge of negotiation and motivational techniques. General knowledge of sentencing guidelines, statutes, Federal Rules of Criminal Procedure, and applicable case law. Knowledge of techniques in supervising offenders/defendants. Knowledge of legal terminology.

- Skill in supervising offenders/defendants and performing risk assessment. Ability to conduct legal research related to a variety of applicable 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 with guidance from supervisor. Ability to follow safety procedures. Ability to compile and summarize information such as background checks and criminal histories within established time frames. Ability to discern deception and act accordingly. Ability to organize, prioritize work schedule, work with little supervision, and 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.

- Ability to interact and communicate effectively (orally and in writing) to individuals and groups, 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. Most written communication for presentation to judicial officers is reviewed by a supervisor or senior officer.

- 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. Skill in using investigative databases to gather information and data.

Medical Requirements

- The duties of probation officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses. Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities in the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities. The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at www.uscourts.gov.

Maximum Entry Age

- First-time appointees to positions covered under the law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

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 materials 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 (**26-07**) 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.

The United States District Court is an Equal Opportunity Employer.