

**UNITED STATES DISTRICT COURT**  
WESTERN DISTRICT OF TENNESSEE  
PROBATION OFFICE



**VACANCY ANNOUNCEMENT**

Announcement # 17-01

**UNITED STATES PROBATION OFFICER**  
(TRANSFER OPPORTUNITY)

**Position Title:** U. S. Probation Officer

**Salary Range:** \$47,390 - \$92,336 (CL 27/01 – 28/61) depending on experience, qualifications, and current compensation. Promotion to CL 28 at the discretion of the Chief U. S. Probation Officer, without further competition. Salary matching not guaranteed.

**Position Location:** Memphis, Tennessee

**Opening Date:** October 20, 2016

**Closing Date:** Open Until Filled; Priority given to applications received by December 2, 2016.

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The United States Probation Office for the Western District of Tennessee is accepting applications for a United States Probation Officer.

**This application period is open only to existing U. S. Probation or Pretrial Services Officers seeking a transfer to the district.**

Our current needs include multiple positions for post-conviction supervision in Memphis. Additional positions may be filled from this announcement through December 31, 2017.

**Representative Duties:**

- Conducts investigations and prepares reports for the Court with recommendations, which requires interviewing offenders and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statues, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, monographs, and relevant case law. Tracks legal developments, and updates staff and the Court.

- Analyzes and responds to objections . This may include resolving disputed issues and presenting unresolved issues to the Court for resolution. Investigates and analyzes financial documents and activities and take appropriate action. Interviews victim(s) and provides victim impact statements to the Court. Ensures compliance with *Mandatory Victims Restitution Act*.
- Enforces court-ordered supervision components and implements supervision strategies. Maintains personal contact with offenders. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary treatment of violation proceedings, through assessment, monitoring, and counseling.
- Schedules and conducts drug use detection tests and DNA collection of offenders, following established procedures and protocols. Maintains paper and computerized records of test results. Maintains chain of custody of urinalysis testing materials. Responds to judicial officers' request for information and advice. Testifies in court as to the basis for factual findings and (if warranted) guideline applications. Serves as a resource to the Court. Maintains detailed written records of case guideline applications. May conduct surveillance and/or search and seizure at the direction of the Court.
- Assesses offenders' level of risk and develops a blend of strategies for controlling and correcting risk management. Responsible for enforcement of home confinement conditions ordered by the Court, and may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Communicates with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders' behavior and conditions of supervision. Identifies and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares written reports of violation matters, and makes recommendations for disposition. Testifies at court or parole hearings. Conducts Parole Commission preliminary interviews. May guide the work of staff providing administrative and technical assistance to officer. Has knowledge of, and complies with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Consistently demonstrates sound ethics and judgment.

### **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**

One year of specialized experience, which 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 investigate experience, is

not creditable. For applicants with federal experience, the one year of specialized experience must, at a minimum, be equivalent to work at CL-25.

### **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 orally 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 communications; and
- Strong organizational skills and attention to detail.

### **Conditions Of Employment**

- Employees of the United States Courts serve under “Excepted 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.
- 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.
- The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.

### **Additional Information**

Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.

### **Application Process**

To apply, submit a letter of interest, chronological resume with salary history, contact information for three professional references, and a copy of your most recent performance evaluation to: [tnwpjobs@tnwd.uscourts.gov](mailto:tnwpjobs@tnwd.uscourts.gov). A single pdf of all requested documents is preferred.

The U.S. Probation 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 a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

***The United States Probation Office for the Western District of Tennessee is an Equal Opportunity Employer.***