



UNITED STATES PROBATION OFFICE  
MIDDLE DISTRICT OF TENNESSEE

INTERNAL VACANCY ANNOUNCEMENT  
TRANSFER OPPORTUNITY

OPENS: February 24, 2012

CLOSES: March 16, 2012

**VACANCY ANNOUNCEMENT: USPO 12-01**

**POSITION: UNITED STATES PROBATION OFFICER**  
**LOCATION: U. S. Probation Office, Middle District of Tennessee**  
**Divisional office located in Cookeville, Tennessee**

**LEVEL: Classification Level (CL) 28**  
**\$55,027 - \$89,481 per annum (Table 01)**

The United States Probation Office for the Middle District of Tennessee is recruiting for a U. S. Probation Officer position for **current** federal probation officers or pretrial services officers who wish to transfer. This position will be stationed in the Cookeville office. A lateral transfer is considered a probation or pretrial services officer's current Classification Level (**up to CL-28**) and Step from their current pay table to Pay Table 01. The agency is unable to match locality pay.

**PRIMARY DUTIES**

**Investigative Duties:** The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record, and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The incumbent testifies in court as to guideline applications and serves as a resource to the court to facilitate proper imposition of sentence.

**Supervision Duties:** The incumbent supervises and monitors offenders conditionally released by the Courts, the U. S. Parole Commission, and military authorities, to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment. This is accomplished through personal contact with offenders in office and community settings. Offenders' employment, sources of income, life style and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations.

**QUALIFICATIONS**

The incumbent must be a **current** U.S. Probation or Pretrial Services Officer in good standing. This includes consistent, high quality past job experience/performance. Completion of a master's degree in a field of study closely related to the position, such as criminal justice, social work, is required. To qualify for a CL-28 position, the incumbent must have at least two years of specialized experience, including at least one year equivalent to work at the CL-27 level. (Specialized experience is defined as progressively responsible experience, gained after completion of a master's degree, in such fields as probation [adult supervision and court experience preferred], pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.) Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Also, any volunteer or unpaid internship experience is not considered creditable.

**BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS**

U. S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing, nor the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his or her discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

## **APPLICATION PROCEDURES**

All applicants are **required** to submit a cover letter and an AO78 Application for Judicial Branch Federal Employment form. Application packets may be mailed to:

U.S. Probation Office  
Attention: Anita Kinghorn - Confidential  
Middle District of Tennessee  
110 9<sup>th</sup> Avenue South, Suite A725  
Nashville, Tennessee 37203

OR

Emailed to: Anita\_Kinghorn@tnmp.uscourts.gov  
Or Faxed to:615-736-5119 - Attention: Anita Kinghorn - Confidential

**Non-submission of the required cover letter and/or application form or incomplete application forms will be disqualified from further consideration.**

**Applicants who are selected to be interviewed will be required to submit writing samples.**

- \* The United States Probation Office, Middle District of Tennessee, is headquartered in Nashville with branch offices in Cookeville, Clarksville, and Columbia. Although it is the agency's policy to try to accommodate individual duty station preferences, all employees of the United States Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts.
- \* The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.
- \* Applicants must possess a valid drivers license.
- \* This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- \* The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- \* More than one position may be filled from this announcement.
- \* Due to the volume of applications received, only applicants who are selected to be interviewed will receive a written response regarding their application status.
- \* Applications must be received by 5:00 p.m. (Central Time), March 23, 2012, to be considered.

**\*\*THE UNITED STATES PROBATION OFFICE  
IS AN EQUAL OPPORTUNITY EMPLOYER \*\***