



## United States Probation and Pretrial Services Middle District of Tennessee

VACANCY ANNOUNCEMENT 13-01

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**Opening date:** May 7, 2013  
**Closing date:** May 17, 2013  
**Position title:** Receptionist  
**Position type:** Permanent, Full Time  
**Duty Station:** Nashville, Tennessee  
**Classification Level Ranges:** CL 22 - (\$25,041 to \$31,054) \*depending on experience

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The U.S. Probation Office for the Middle District of Tennessee is currently recruiting and accepting applications for the position of receptionist. This position will be filled as permitted by current and future budgetary constraints. This position could lead to possible advancement to a non-competitive clerk appointment.

### **OCCUPATIONAL INFORMATION:**

The receptionist will be located in the Nashville office. The incumbent is responsible for facilitating the external communications (both in person and over the telephone) of the Probation Office to interested parties and the general public and assists staff personnel in scheduling appointments and helping visitors, while assuring smooth operation of the office. As receptionist, the incumbent provides administrative support to the probation officers.

### **QUALIFICATIONS REQUIRED:**

To qualify for this position, the applicant must be a high school graduate, or equivalent, with a minimum of one year of general office experience. Proficient data entry skills required. This position requires a professional demeanor at all times, excellent customer service skills, and strong organizational and verbal/written communication skills. Attention to detail and accuracy is required.

### **BENEFITS:**

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees. Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Mandatory participation in the federal retirement system and social security system.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in the flexible spending program for health and childcare.
- Optional participation in the commuter reimbursement program.
- Optional participation in the Thrift Savings Plan.
- Optional participation in a group life insurance program.
- A minimum of 10 paid holidays per year.
- Excellent opportunities for salary increases based upon performance.
- Excellent opportunities for with-in grade salary increases based upon performance.

The U.S. Probation and Pretrial Services Office is not authorized to reimburse travel expenses for interviews or relocation.

This position is subject to mandatory electronic direct deposit of salary payments.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

- 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 driver's 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.
- Due to the volume of applications received, only applicants who are selected to be interviewed will receive a written response regarding their application status.
- Individuals will be subject to a background criminal history check before employment offer is made. All new employees are subject to a 12-month probationary period from date of hire.

- Applications must be received by 5:00 p.m. (Central Time), May 17, 2013, to be considered.

**TO APPLY:** Application must be made on government application form AO 78, Application for Judicial Branch Federal Employment. **Inclusion of educational transcripts is desired.** The application form may be accessed at our website <http://www.tnmp.uscourts.gov/Employment/Employment.htm>. You may also request an application by calling the telephone number below.

U.S. Probation and Pretrial Services  
110 9<sup>th</sup> Avenue South, Suite A725  
Nashville, Tennessee 37203  
615-736-5771

Return completed application and resume to the above address, Attention: Human Resource, or fax the packet to 615-736-5519. Applications **will not** be accepted by email. Qualified applicants will be given grammar and spelling tests prior to the interview process.

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