



**CAREER OPPORTUNITY
U.S. PROBATION OFFICER
UNITED STATES DISTRICT COURT
Middle District of Tennessee**

VACANCY ANNOUNCEMENT (#14-01 USPO)

The U. S. Probation Office for the Middle District of Tennessee is currently recruiting and accepting applications for the position of U. S. Probation Officer. Positions will be filled as permitted by current and future budgetary constraints. More than one position may be filled from this announcement.

DUTY STATION: Nashville, Tennessee

OCCUPATIONAL INFORMATION:

The probation officer, as an investigative, sentencing, and supervision specialist, is responsible for providing meaningful assistance to the U.S. District Court in its deliberations and decisions concerning criminal offenders, and for insuring public safety through the monitoring and supervision of offenders placed under supervision by the court, the U.S. Parole Commission, or military authorities.

STARTING SALARY: The current range for starting salaries is CL 27/1 to CL 28/1, \$45,928 to \$55,027, depending on education and experience.

EARNING POTENTIAL: Officers are eligible for annual within-level increases with satisfactory performance. When vacancies occur promotional opportunities to specialist and supervisory positions are available within the office to qualified employees, on a competitive basis.

TRAINING: All newly hired officers are subject to a one year probationary period. During that period each officer will receive on-the-job training. Each officer will also attend a formal training session for 6 weeks at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

QUALIFICATIONS REQUIRED:

Education: Completion of a master's degree in a field of study closely related to the position, such as criminal justice, social work, is required.

Experience: Applicants who can supplement the degree requirements with post academic, progressively responsible, specialized experience may qualify for appointment at the higher end of the salary range. Experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment may be creditable. Experience as a police, custodial, or security officer is not normally creditable.

Other qualifications required:

- (1) Unquestioned integrity and exemplary character.
- (2) Sound health.
- (3) Less than 37 years old at time of appointment.
- (4) Fluency in a foreign language is helpful but not required.

Prior to appointment, the selectee considered for the position must undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and essential job functions for officers and are available for public review at <http://www.uscourts.gov/FederalCourts/ProbationPretrialServices.aspx>.

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 program.
Note: This position is covered under the federal hazardous duty retirement provisions with **mandatory retirement** at age 57.
- 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.

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 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), November 8, 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 9th 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 a written assessment exercise prior to the interview process.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER