

**UNITED STATES PROBATION OFFICE  
EASTERN DISTRICT OF TENNESSEE**

*Recruiting for Full-Time, Permanent:*

**PROBATION OFFICER ASSISTANT**

**VACANCY ANNOUNCEMENT NO. 2026-01**

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**OPENING DATE:** Monday, March 9, 2026

**CLOSING DATE:** Friday, March 27, 2026

**SALARY RANGE:** CL-23 (\$47,075 - \$72,359)  
*(based on education and experience)*

**POSITION LOCATION:** Chattanooga, Knoxville, or Greeneville

**RECRUITMENT AREA:** Open to All Sources, Including Transfers Within the Judiciary

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The United States Probation Office for the Eastern District of Tennessee is accepting applications for the position of a Probation Officer Assistant (*see Application Procedures*). The district is comprised of divisional offices located in Knoxville, Chattanooga, and Greeneville. This position may be located in any of the divisional offices and more than one position may be filled from this vacancy. If selected, the incumbent will be asked to make a three-year commitment to the district.

Probation Officer Assistants serve in a judiciary law enforcement position, under the direction and guidance of a supervisor or probation officer, provide technical support and assistance to probation officers in a wide range of areas, including assisting with the supervision of low-risk cases, compiling information for investigations, coordinating with collateral agencies, preparing and drafting reports and correspondence, and performing similar duties.

**REPRESENTATIVE DUTIES**

- Under the guidance and direction of a supervisor or probation officer, supervise low-risk cases of persons under supervision, which may include placing telephone calls, making home, office, community, and field contacts, and providing necessary information to the Court regarding violations of supervision.
- Under the guidance and direction of a supervisor or probation officer, conduct investigations as needed for prerelease, furlough, presentence, and bond reports. Draft and submit reports and maintain related files and case records. Observe and report to supervisor or probation officer on the lifestyle, personal problems, and needs of persons under supervision.
- Assist probation officers in the performance of investigations, including compiling criminal histories and profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and similar activities.

**Probation Officer Assistant No. 2026-01  
ED/TN Vacancy Announcement**

- Visit or contact various local, state and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of reports. Assist in identifying community resources to meet the special needs of those under supervision.
- Collect and conduct urinalysis tests of persons under supervision, following established procedures and protocols. Maintain appropriate records associated with testing.
- Participate in ongoing training and development programs to remain abreast of advanced techniques.
- Consistently demonstrate sound ethics and judgment and maintain court confidentiality requirements.
- Perform other appropriate duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS**

To qualify, applicants must be a high school graduate or equivalent and have two years of general experience. *General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.*

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semesters or 45 quarter hours) equals one year of general experience.

A bachelor's degree from an accredited college or university is preferred.

**Physical Requirements and Maximum Entry Age**

The duties of probation officer assistants require the investigation and management of individuals alleged and/or convicted of criminal conduct who may present physical danger to officers and to the public. In the supervision, treatment, and management of these persons under supervision, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, 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.

**First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment.** Applicants age 37 or over who have previous law enforcement officer 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

**Probation Officer Assistant No. 2026-01  
ED/TN Vacancy Announcement**

have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

**Background Investigation, Drug Screening and Medical Standards**

First time appointees must undergo an extensive government background investigation. Further, prior to appointment, the selectee considered for this position will 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 a condition of employment, the 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 the essential job functions derived from the medical guidelines for probation officers, pretrial services officers, and probation officer assistants are available for public review at [U.S. Probation & Pretrial Services Employment Suitability Requirements](#).

**CONDITIONS OF EMPLOYMENT**

- Applicants must be a United States citizen or eligible to work in the United States.
- The United States Probation Office requires employees to adhere to the *Code of Conduct for Judicial Employees*.
- Judiciary employees serve under Excepted Appointments and are considered at will and may be terminated with or without cause. However, pursuant to 18 U.S.C. 3602, probation officers may only be removed for cause.
- All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- This position is subject to mandatory Electronic Fund Transfer (direct deposit) for salary payment.

**BENEFITS**

Employees are eligible for a full range of benefits, to include: paid annual (vacation) and sick leave; periodic salary increases; a minimum of eleven (11) paid holidays per year; health and life insurance; long-term care insurance; dental and vision insurance; Flexible Benefits Program (medical and dependent care reimbursement); retirement benefits; Thrift Savings Plan (TSP) participation with employer matching contributions (up to 5%); and the Employee Assistance Program (EAP).

**APPLICATION PROCEDURES**

Qualified applicants must submit a letter of interest, detailed resume, three professional references, copies of high school and/or college transcripts, signed copy of most recent performance evaluation or two letters of recommendation, and an *Application for Judicial Branch Federal Employment* (Form AO-78) - [AO 78 2024.pdf](#)

**Probation Officer Assistant No. 2026-01  
ED/TN Vacancy Announcement**

Qualified applicants will complete a written test at the end of the interview.

Electronically submit your application documents to [hr@tnep.uscourts.gov](mailto:hr@tnep.uscourts.gov). A single PDF document is preferred. **SUBJECT LINE: Probation Officer Assistant No. 2026-01**

**Application documents must be received no later than 5:00 p.m., March 27, 2026.**

**If you fail to include all required documents and/or omit any information on the Form AO-78, your application packet may be considered incomplete, and you may not be considered for this position. The Form AO-78 must contain a signature and date on the last page.**

**Other Important Information**

All qualified applicants who have submitted the required application documents before the selection is made will be considered.

Applicants selected for an interview must travel at their own expense and relocation expenses will not be reimbursed.

The United States Probation Office for the Eastern District of Tennessee reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.

*An Equal Employment Opportunity Employer*