

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

**Probation Support Technician
Vacancy Announcement No. 2026-04**

POSITION TYPE:	Permanent, Full-Time Appointment
OPENING DATE:	Friday, July 17, 2026
CLOSING DATE:	Friday, July 31, 2026
SALARY RANGE:	CL-23 (\$40,346 - \$65,631) <i>(starting salary based on education and experience)</i>
LOCATION:	Chattanooga, Greeneville, or Knoxville
JOB CATEGORY:	Operational Court Support (Non-Law Enforcement Officer)

The United States Probation Office for the Eastern District of Tennessee is currently accepting resumes and supporting documentation (see **Application Procedures** section) for the position of Probation Support Technician. This position will be located in the Chattanooga, Greeneville, or Knoxville office and more than one position may be filled from this vacancy. This position is a permanent, full-time position.

POSITION OVERVIEW:

The Probation Support Technician will provide technical and administrative support to probation/pretrial services officers. Job responsibilities include, but are not limited to, the following:

- Assist probation/pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities.
- Under the guidance and direction of an officer, monitor compliance of persons under supervision by making telephone contacts and reviewing written monthly reports. Report noncompliance issues to officer.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Format, type, and edit reports which are reviewed by an officer.
- Prepare and update case files and reports for investigation and supervision, at the direction of an officer and in accordance with established policies and practices.
- Assist in the completion of ongoing projects for investigation and supervision, at the direction of an officer and in accordance with established policies and practices.

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QUALIFICATION REQUIREMENTS:

Operational court support positions require experience in applying recurring procedures and using specialized terminology that demonstrate the ability to apply a body of rules, regulations, directives, or laws. Although on-the-job training time may vary, experience needed to progress to the full-performance level in these positions is best obtained in a court or related legal field.

To qualify for this position, applicants must have the following:

- A high school diploma or equivalent.
- Two years of general experience, 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 duties of the position.

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

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

PREFERRED SKILLS:

- Knowledge and skill in the use of computers and software applications, to include Microsoft Word, Excel, Adobe Acrobat, Microsoft Edge, etc.
- Strong attention to detail and organization skills.
- Ability to multi-task and answer multi-line telephone system.
- Ability to interact and communicate effectively (both orally and in writing) with individuals of diverse backgrounds and maintain a professional demeanor and presence.

CONDITIONS OF EMPLOYMENT:

- Applicants must be a United States citizen or eligible to work in the United States.
- The United States Courts require employees to adhere to a *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Judiciary employees serve under excepted appointments and are considered at will and can be terminated with or without cause.
- Applicants selected for the position will be subject to a background check, which includes criminal history, fingerprint and credit, and must be approved by the Chief United States Probation Officer.
- This position is subject to mandatory Electronic Fund Transfer (direct deposit) for salary payment.
- 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.

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BENEFITS:

Full-time 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; dental and vision insurance; Flexible Benefits Program (medical and dependent care reimbursement); commuter benefit program; retirement benefits; Thrift Savings Plan (TSP) participation with employer matching contributions; and employee assistance program.

APPLICATION PROCEDURES:

Qualified applicants must submit a letter of interest, detailed resume, three professional references, copies of high school and/or college transcripts, most recent performance evaluation or two letters of recommendation, and an **Application for Judicial Branch Federal Employment** (Form AO78). Applicants selected for interviews will also be required to complete a general skills assessment (i.e., grammar, spelling, vocabulary, etc.).

AO78 Form Link: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Electronically submit your application documents to hr@tnep.uscourts.gov. A single PDF document is preferred.

Application documents must be received no later than 5:00 p.m., Friday, July 31, 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