UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF TENNESSEE

Recruiting for Full-Time, Permanent:

UNITED STATES PROBATION OFFICER

VACANCY ANNOUNCEMENT NO. 2026-05

OPENING DATE: Friday, October 23, 2026

CLOSING DATE: Friday, November 6, 2026

SALARY RANGE: CL-25 to CL-28 ($49,361 - $116,394)
(Based on education and experience)
Promotion potential is possible within the salary range without further competition.

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 United States Probation Officer. The Eastern District of Tennessee is a combined district and officers are responsible for all pretrial, presentence, and post-conviction functions. The district is comprised of divisional offices located in Knoxville, Chattanooga, and Greeneville. This position may be located in one or more of the divisional offices and more than one position may be filled from this announcement without further advertising.

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice. Officers promote community safety, gather information, supervise defendants/persons under supervision, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the Court. Officers may guide the work of probation/pretrial services officer assistants and other staff. Officers perform duties that involve general pretrial services or probation cases.

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 employee assistance program (EAP).

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.

REPRESENTATIVE DUTIES

The United States Probation Officer performs a full range of duties and responsibilities including, but not limited to the following:

- Conduct investigations, prepare reports, and make recommendations to the Court. Interview defendants/persons under supervision and their families and collect background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines, *Guide to Judiciary Policy* (Monographs), and relevant case law. Track legal developments, update staff and the Court.

- Enforce court-ordered supervision components and implement supervision strategies that include working non-traditional hours (beyond 8:00 a.m. to 5:00 p.m.) to include weekends. Maintain personal contact with defendants/persons under supervision. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.

- Schedule and conduct drug use detection tests of defendants/persons under supervision, following established procedures and protocols. Maintain computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the Court. Maintain detailed electronic records of case activity. May conduct surveillance and/or search and seizure at the direction of the Court.

- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the Court. Ensure compliance

with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the Court.

- Analyze and resolve disputed issues involving defendants/persons under supervision and present unresolved issues to the Court for resolution. Assess level of risk for defendants/persons under supervision and develop a blend of strategies for controlling and correcting risk management.

- Identify and investigate violations and implement appropriate alternatives and sanctions. Discuss violations with Supervising Probation Officer. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition.

- Conduct Parole Commission preliminary interviews.

- Communicate with other organizations and personnel (such as U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning behavior and conditions of supervision for defendants/persons under supervision.

- Guide the work of staff providing administrative and technical assistance to officers.

- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and Court confidentiality requirements.

- Consistently demonstrate sound ethics and judgment.

- Perform other duties as required.

QUALIFICATIONS:

Required Education

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

Required Experience

In addition to meeting education requirements, applicants must also have the following specialized experience:

- CL 25 – Bachelor's Degree with one year of specialized experience
- CL 27 – Bachelor's Degree with two years of specialized experience
- CL 28 – Bachelor's Degree with three years of specialized experience

Specialized Experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, 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.

Level	Educational Substitutions
CL-25	One (1) year of specialized experience; **or** • Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.
CL-27	Two years of specialized experience, including at least one year equivalent to work at the CL-25; **or** • Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

Physical Requirements and Maximum Entry Age

Probation officers must also meet the following physical requirements and maximum age requirements for law enforcement officer (LEO) positions in addition to the experience and education requirements.

Physical Requirements

The duties of probation officers 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, to operate a firearm, and use of self-defense tactics. Daily, 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.

Maximum Entry Age

Federal law enforcement retirement provisions require mandatory retirement once an employee meets age and service requirements (age 57 with 20 years of service) due to the physical requirements of the position. **Therefore, first-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment.** Applicants aged 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 have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

Special Requirements for Probation Officers

First time appointees to the position of United States Probation/Pretrial Services Officer 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 officer assistants are available for public review at U.S. Probation & Pretrial Services Employment Suitability Requirements.

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 must also successfully complete a minimum six-week national training program at the U.S. Courts Federal Probation Pretrial Academy (FPPA) at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

APPLICATION PROCEDURES

Qualified applicants must submit a letter of interest, detailed resume, three professional references, copies of college transcripts, signed copy of their most recent performance evaluation, and an ***Application for Judicial Branch Federal Employment*** (Form AO 78).

AO78 Form Link: AO 78 2024.pdf

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

Electronically submit your application documents to **hr@tnep.uscourts.gov**. A single PDF document is preferred. **SUBJECT LINE: United States Probation Officer No. 2026-05**

Application documents must be received no later than 5:00 p.m., Friday, November 6, 2026.

If unable to submit electronically, you may forward a hard copy of your application documents to the address below:

United States Probation Office
ATTN: Human Resources Specialist (2026-02)
Howard H. Baker, Jr. U.S. Courthouse
800 Market Street, Suite 311
Knoxville, TN 37902

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