



Position Vacancy Announcement

No. 21-05

Position Title: Supervisory U.S. Pretrial Services Officer
Classification/Salary: CL/30, \$100,639 – \$163,583
Closing Date: August 30, 2021 (or open until filled)

The United States Pretrial Services Office for the Eastern District of New York is currently accepting applications for the position of *Supervisory U.S. Pretrial Services Officer*. The location of this position is in Brooklyn; however, it may change based on the agency's needs and at the discretion of the Chief Pretrial Services Officer. More than one position may be filled from this vacancy announcement.

Position Duties and Responsibilities:

Assigns and schedules all investigations, supervision, and other case related work. Reviews and evaluates all work in the unit, including initial and modified bail, violation and diversion reports, case records, and correspondence to judicial officers. Ensures compliance with current policies, procedures, and guidelines. Confers regularly with Pretrial Services Officers and helps formulate decisions, approves all recommendations to the court, serves as the communication catalyst and link between line staff and administration, assures implementation of administrative directives, and concurrently provides information to the Chief Pretrial Services Officer for administrative action. Assumes responsibility for handling of emergency, high profile, or sensitive supervision and investigation cases, develops understanding and cooperative relationships with other court units, law enforcement, and community service agencies. Participates in the selection of candidates for vacant positions and conducts performance evaluations of Pretrial Services Officers and staff in an objective, consistent, fair, constructive, and timely manner. Responsible for fostering positive staff relationships and morale within the unit, encouraging, and promoting office loyalty, pride, and enthusiasm. Performs other related duties as required by the Chief Pretrial Services Officer.

Qualifications and Preferred Skills:

The position requires a bachelor's degree, preferably in the Social/Behavior Sciences (Psychology, Sociology, Criminal Justice, Law, or other field of study appropriate to the position) from an accredited college or university. Possession of leadership/management training and a graduate degree in a closely related field of study is strongly preferred. Ability to organize as well as oversee and complete multiple projects simultaneously with limited

supervision. Possess excellent writing skills, knowledge of evidence-based practices, and thorough understanding and utilization of Decision Support System (DSS) reports in determining trends and problem solving.

Specialized Experience:

Progressively responsible experience in the investigation, supervision, counseling, and guidance of defendants in community correction or pretrial programs is required. Experience in closely allied fields such as education or guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience.

In addition, the specialized work experience must have included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in dealing with others in person-to-person relationships, the ability to exercise mature judgment, and knowledge of basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit.

To qualify for placement at CL 30, the applicant must possess a minimum of three years of specialized experience, including at least one year as a CL 29 pretrial services/ probation officer in the U.S. Courts.

Personal Characteristics:

Candidates must possess a consistent professional demeanor, and maintain courteous and responsive interaction with Judicial Officers, staff, the public and other stakeholders. Successful candidates must demonstrate strong written and verbal communication skills, flexibility, diligence regarding detail and accuracy, and be able to manage the demands of varying workload responsibilities and deadlines. The successful candidate will have a record of unquestioned character, integrity, and reliability. Possess the ability to maintain confidentiality of sensitive personnel and other privileged information and have excellent judgement.

Conditions of Employment:

The incumbent may be subject to random drug screening, updated background investigations every five years, and subject to fitness for duty evaluations as deemed necessary by management for reasonable cause. Applicants must be U.S. citizens or eligible to work in the United States. The hazardous duty maximum age and physical requirements will be met for this position. The Eastern District of New York, U.S. Pretrial Services Office, does not reimburse for expenses associated with interviews or relocation.

Knowledge, Skills, and Abilities:

- I. Broad knowledge of operational local policies, the Guide to Judiciary Policy, and relevant procedural manuals pertaining to the investigation and supervision of defendants.
- II. Knowledge of basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit. Skill in developing the interpersonal work relationships needed to lead a team of employees. Ability to work collaboratively in a team environment. The ability

to exercise mature judgment and discretion. Ability to build and maintain trust and confidence with all staff.

- III. Skill in communicating (orally and in writing) and working with judges, counsel, and other law enforcement agencies. Ability to interact and communicate effectively with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and defendants. Ability to interview and establish rapport with contacts at collateral agencies, defendants and their families/support systems, and others for the purpose of supervision and investigation.

How to Apply:

Qualified applicants must submit the following:

- 1) Resume
- 2) Statement outlining qualifications and employment history.
- 3) Performance evaluations for the past three years.
- 4) Select three of the Federal Judicial Center's thirteen competencies for supervisors and managers you deem most important. Submit a **one-page** statement per competency addressing your skills and abilities in these areas:

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|---------------------------------|----------------------------|-----------------------|
| 1. Composure | 2. Continuous Learning | 3. Decision Quality |
| 4. Diversity and Inclusion | 5. Employee Development | 6. Ethics and Values |
| 7. Fairness | 8. Integrity and Trust | 9. Managerial Courage |
| 10. Motivation | 11. Planning and Direction | 12. Team Development |
| 13. Work Measure and Management | | |

- 5) Identify what steps to take to identify and manage underperformance in the workplace. Include the obstacles and successes faced in implementing these strategies and how you would suggest overcoming these challenges in the future. Not to exceed **three pages**.

The complete application packet **must be sent electronically as a single PDF document** to:

employment@nyept.uscourts.gov

The United States Pretrial Services Office is an Equal Opportunity Employer