



Position Vacancy Announcement

No. 21-02

Position Title:	U.S. Pretrial Services Officer, Intensive Supervision Specialist
Classification/Salary:	CL/29, \$85,152 – \$138,450
Closing Date:	June 15, 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 U.S. Pretrial Services Officer, Intensive Supervision Specialist. The location and type of specialized assignment(s) are always subject to change depending on the need(s) of the agency, and at the discretion of the Chief Pretrial Services Officer. These positions are primarily stationed in Brooklyn and with some flexibility to work partially in Central Islip. More than one position may be filled from this vacancy announcement.

By statute, the Pretrial Services Officer Specialist serves in a judiciary law enforcement position and assists in the administration of justice. The Officer Specialist promotes safety, gathers information, supervises defendants, interacts with collateral agencies, prepares reports, conducts and coordinates investigations, and presents recommendations to the court. The Officer Specialist also performs duties that involve both general pretrial and specialized cases. Under the guidance of the Chief Pretrial Services Officer, the incumbent is responsible for matters relating to the effective operation of one or a combination of specialized programs (i.e. Location Monitoring (LM); Computer and Internet Monitoring; supervision of persons charged with a sex offense; Drug, Mental Health and Alcohol Treatment Services programs; and, the implementation and operation of specialized courts such as POP and SOS). The incumbent may also serve as the in-house resource in coordinating and reviewing investigation assignments.

Duties and Responsibilities:

An Intensive Supervision Specialist has a variety of duties and responsibilities that include but are not limited to the following:

- Perform investigative and supervision responsibilities for defendants in both general cases and specialized cases which include defendants who are identified as having intensive supervision concerns

and needs. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing defendants and their families and collecting 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, Monographs, and relevant case law in the area of specialization.

- Serve as a resource and expert to the court, line officers, and staff in the area of screening and classification of defendants. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of defendants requiring intensive supervision needs.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of defendants in area of specialization. Provide management and staff with ongoing updates related to changes with this defendant population, and with procedural matters related to aftercare.
- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants through office and community contacts and by telephone. 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.
- Analyze and resolve disputed issues involving defendants and present unresolved issues to the court for resolution. Assess defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Regularly provide reports, proposals, and recommendations for updates or amendments to conditions of supervision for this special defendant population.
- Determine and evaluate, on an ongoing basis, the available resources throughout the district regarding intensive supervision matters. Provide management and staff with ongoing updates related to changes with the intensive supervision defendant population, and with procedural matters related to intensive supervision.
- Communicate with other organizations and persons (such as the Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition.
- Respond to judicial officer's request for information and advice. Serve as a resource to the court. Maintain detailed and timely written records of case activity. Conduct field visits, complete case plan reviews, and respond to all location monitoring alerts in a timely manner as per local and national policies.

- Participate in the administrative planning of specialized caseloads. Provide advice, consultation, program vision and direction, and make proposals to the Chief. Perform other duties as assigned by the Chief.

This position requires non-traditional working hours. Travel within the district will be required monthly to oversee the specialized caseload, conduct field visits, enforce conditions, and meet national and local policies. Nationwide travel may be required periodically to attend relevant training.

Qualifications Requirement:

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. A person must have been a United States Pretrial Services or Probation Officer for at least three (3) years and must have received a meet or exceeds standards on the most recent performance evaluation.

Completion of a master's degree or a Juris Doctor (JD) in an accredited university is a court preferred skill.

Conditions of Employment:

The selectee will be subject to ongoing random drug screening, periodic background reinvestigation every five years. The applicant selected will be required to undergo a medical exam and be deemed "medically qualified." Additionally, a full background investigation by the Office of Personnel Management is required. 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.

How to Apply:

Qualified applicants must submit the following:

- 1) Resume
- 2) Cover letter outlining qualifications and employment history.
- 3) One-page statement indicating knowledge, skills, and abilities which will match the needs of the office and of the position.

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

employment@nyept.uscourts.gov

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