



Position Vacancy Announcement
No. 25-03

Position Title:	U.S. Pretrial Services Officer, Intensive Supervision Specialist
Classification/Salary:	CL/29, \$99,325 – \$161,486
Closing Date:	April 15, 2025 (or open until filled)

The U.S. Pretrial Services Office for the Eastern District of New York is now accepting applications for the position of U.S. Pretrial Services Officer, Intensive Supervision Specialist. Currently, openings are available in Brooklyn and Central Islip. Please note that both the location and type of specialized assignments are subject to change based on the agency's needs and at the discretion of the Chief Pretrial Services Officer. Multiple positions may be filled from this vacancy announcement.

The Pretrial Services Officer Specialist, as defined by statute, holds a judiciary law enforcement position and plays a vital role in the administration of justice. The Officer Specialist ensures safety, collects information, supervises defendants, liaises with collateral agencies, prepares reports, conducts and coordinates investigations, and presents recommendations to the court. This role involves both general pretrial responsibilities and specialized case management. Under the direction of the Chief Pretrial Services Officer, the incumbent is responsible for the efficient operation of one or more specialized programs, including but not limited to: Location Monitoring (LM), Computer and Internet Monitoring, supervision of individuals charged with sex offenses, and Drug, Mental Health, and Alcohol Treatment Services programs. The Officer Specialist may also support specialized courts such as POP and SOS. Additionally, the incumbent may act as an in-house resource for coordinating and reviewing investigation assignments.

Duties and Responsibilities:

An Intensive Supervision Specialist is responsible for a variety of duties and responsibilities, including but not limited to the following:

- **Investigative and Supervision Duties:** Conduct investigations, supervise defendants in both general and specialized cases, and address intensive supervision needs. This includes interviewing defendants and

their families, collecting background data from various sources, and preparing reports and recommendations for the court in high-risk and specialized cases. The role requires applying relevant policies, procedures, statutes, Federal Rules of Criminal Procedures, monographs, and case law specific to the area of specialization.

- **Resource and Expert Guidance:** Act as a resource and expert for the court, line officers, and staff in screening and classifying defendants. Provide guidance, training, and recommendations to officers, the court, and other stakeholders in specialized cases. Assist in developing policies and proposals to address the needs of defendants requiring intensive supervision. Train line officers on identifying and managing intensive supervision needs.
- **Ongoing Training and Professional Development:** Engage in continuous training and educational opportunities to improve investigation and supervision practices related to defendants in specialized areas. Keep management and staff informed of developments with the defendant population and procedural updates related to aftercare.
- **Monitoring Legal Developments:** Track changes in the law and update staff and the court accordingly. Enforce court-ordered supervision components and implement effective supervision strategies. Maintain regular contact with defendants through office visits, community engagements, and telephone calls. Investigate defendants' employment, income, lifestyle, and associations to assess risk and compliance. Address issues like substance abuse, mental health, and domestic violence, and ensure necessary treatment or violation proceedings are implemented.
- **Risk Assessment and Issue Resolution:** Assess defendants' level of risk and develop strategies to manage and mitigate it. Analyze and resolve disputed issues, presenting unresolved matters to the court for resolution. Regularly provide reports, proposals, and recommendations to update or amend conditions of supervision for specialized defendant populations.
- **Resource Evaluation and Communication:** Continuously evaluate the available resources district-wide for intensive supervision. Provide updates to management and staff regarding changes in the intensive supervision defendant population and related procedures. Communicate with external organizations (such as the Bureau of Prisons, law enforcement, treatment agencies, and attorneys) about defendants' behavior and supervision conditions. Identify violations, implement sanctions, and report violations to the appropriate authorities, including preparing written reports and recommendations.
- **Judicial Support and Case Management:** Respond to requests from judicial officers for information and advice, serving as a resource to the court. Maintain accurate, detailed, and timely records of case activity. Conduct field visits, complete case plan reviews, and address location monitoring alerts in accordance with local and national policies.
- **Administrative and Program Support:** Participate in the administrative planning of specialized caseloads. Provide consultation, vision, and direction for the program, and make recommendations to the Chief. Perform other duties as assigned by the Chief.

This position requires non-traditional working hours. Monthly travel within the district is necessary to manage the specialized caseload, conduct field visits, enforce conditions, and ensure compliance with national and local policies. Periodic nationwide travel may also be required to attend relevant training.

Qualifications Requirement:

Applicants must have a minimum of three (3) years of experience as a United States Pretrial Services or Probation Officer and must have received a rating of "meets or exceeds standards" on their most recent performance evaluation. Promotion to CL-29 requires at least one year of experience at the CL-28 level.

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. 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. [AO-78 – Federal Judicial Branch Application for Employment \(PDF Version\)](#)
3. Cover letter outlining qualifications and employment history.
4. Submit a 500-word essay detailing your skills and experience in supervising a high-risk population. As an intensive supervision specialist, you must be capable of promptly and effectively managing all special conditions of release. In your essay, describe your experience overseeing cases that involve location and cyber monitoring, coordinating mental health and substance abuse treatment, and managing special populations, including individuals charged with sex offenses and terrorism. Be sure to reference specific case examples and discuss both your strengths and areas for improvement.

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

employment@nyept.uscourts.gov

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