



Position Vacancy Announcement
No. 18-03

Position Title: United States Pretrial Services Officer

Level / Salary Range:

CL 25 –	\$48,274 to \$77,289
CL 27 –	\$56,063 to \$91,183
CL 28 –	\$67,228 to \$109,245

Closing Date: September 28, 2018 (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. The location of this position (Brooklyn or Central Islip, New York) will be at the discretion of the Chief Pretrial Services Officer and may change based on the agency's needs. More than one position may be filled from this vacancy announcement. By statute, pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officers perform duties that involve general pretrial services cases.

Representative Duties:

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing defendants and their families, as well as collecting background data from various sources. Evaluates information and prepares a report for the judge prior to the initial hearing with assessment of non-appearance and danger to the community. A recommendation regarding bail and/or release or detention of a defendant is included in the report. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include the U.S. Sentencing Guidelines, Guide to Judiciary Policy (including Volume 8 (Probation and Pretrial Services)), and relevant case law. Track legal developments, and update staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants. 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, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request 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 written records of case activity. May conduct search and seizure at the direction of the court.

- Investigate and analyze financial documents and activities and take appropriate action. Responsible for enforcement of home confinement conditions ordered by the court.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- 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. Testify at court hearings. 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. Ability to consistently demonstrate sound ethics and judgment.

Minimum Qualifications:

Applicants must have completed 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, education, 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. For placement above the starting salary of \$48,274, the successful applicant must have at least one to three years of specialized experience in fields such as pretrial services, probation, corrections, criminal investigations, or work in substance/addiction or mental health treatment. The successful applicant must possess excellent written and oral communication skills.

Other preferred skills may include the earning of a Master's Degree in a closely related field, fluency in a foreign language (Mandarin or Spanish preferred but not required), and/or advanced knowledge of computer systems and technology.

Medical Requirements and Maximum Entry Age:

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical and drug screening, the selectee may then be provisionally appointed. At such time, the incumbent will undergo an extensive Office of Personnel Management (OPM) background investigation. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years, or as deemed necessary by management for reasonable cause, and may be subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>. First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of the appointment (Title 5, U.S.C. Chapters 83 & 85). Applicants age **37** or over, who have previous law enforcement officer experience under 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.

Additional Requirements:

Applicant must be a U.S. Citizen or eligible to work in the United States. A written examination will be provided to qualified candidates. New Officers are required to attend a six-week training academy at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

Benefits:

The U.S. Pretrial Services Office offers paid vacation and sick leave and other options that include health insurance, life insurance, a pension plan, and long term care insurance. Candidates are not reimbursed for expenses associated with interviews or relocation.

How to Apply:

Qualified applicants **must** submit the following:

- 1) Resume
- 2) Cover letter outlining their qualifications and employment history.
- 3) A two page statement indicating the knowledge, skills, and abilities you believe you possess which will match the needs of the office and of the position.
- 4) **AO-78 – Federal Judicial Branch Application for Employment**

Due to the volume of applications, the U.S. Pretrial Services Office will only contact those individuals who are invited for personal interviews.

The complete application packet must be sent in PDF file format by electronic mail to Annette Vasquez, Personnel Specialist, at:

employment@nyept.uscourts.gov

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