



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA
PRETRIAL SERVICES AGENCY**

Roy Saenz, Chief Pretrial Services Officer

VACANCY ANNOUNCEMENT NO.: PSO 2012-01

POSITION: U.S. Pretrial Services Officer
More than one position may be filled.

POSITION TYPE: Full-Time/Permanent

LOCATION: San Francisco, Oakland, or San Jose, California

OPENING DATE: March 9, 2012

CLOSING DATE: Open Until Filled

SALARY RANGE: \$46,789 - \$105,993 per year (CL 25/01 - CL 28/61)
(If hired at CL 25 or 27, promotion potential to next level without further competition.)

The U.S. Pretrial Services Agency for the Northern District of California is currently accepting applications for the position of Pretrial Services Officer. The location of this position (San Francisco, Oakland, or San Jose, California) 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. In addition, this position has promotion potential to CL 28 U.S. Pretrial Services Officer without further competition.

The U.S. Pretrial Services Agency, the bail investigation agency for the United States District Court for the Northern District of California, assists the court with reducing unnecessary pretrial detention by providing timely, objective, and verified background information on defendants charged in federal court. The information provided to the court is used in setting reasonable, least restrictive bail conditions. A recommendation is made for detention or release with or without special conditions intended to reasonably assure community safety and appearance at future court proceedings. Defendants are supervised from the time of their release until sentencing or self-surrender to serve a prison term. The Pretrial Services Agency is also responsible for the investigation and supervision of pretrial diversion cases. Working with judges, attorneys, state and local law enforcement agencies, and treatment providers, the Pretrial Services Agency delivers services that benefit the defendant, the court, and the community.

The Northern District of California is a high cost of living area. It covers 14 counties, primarily along the northern coast of California, from the Oregon border to southern Monterey County. Its headquarters are located in San Francisco, with division offices in San Jose, and Oakland, and a satellite office in Eureka. The District has 30 judicial officers.

REPRESENTATIVE DUTIES

Under the guidance and direction of a Supervisory Pretrial Services Officer, the incumbent will:

- Gather and verify background information concerning persons charged with a federal criminal offense when they are arrested or summoned to the court. Information is gathered through interviews with defendant, arresting authorities, U. S. Attorney's office, family and community members. Also, use law enforcement automated criminal records systems to obtain and verify information. Drug testing and substance abuse assessments are performed.
- Evaluate information and prepare a report to the judge prior to the detention hearing with an assessment of flight risk and danger to the community. A recommendation regarding bail and/or release or detention of the defendant is included in the report. In formulating a recommendation, consider prior convictions, ability of defendant to post bond, community ties, possibility of substance abuse, and the risk of flight as well as the degree of danger to the community. Reports are completed within very strict time limitations.

- Supervise those defendants that are released on bond when required. Enforce court-ordered supervision components by applying national and local supervision standards and guidance. Develop a supervision plan for defendants using a blend of assisting and monitoring strategies. Maintain appropriate case records. Maintain personal contact with defendants through regular home visits, employment visits, telephone contacts, and other contacts in the community. Implement supervision interventions to modify defendant behavior in an effort to reduce the potential for bond violations. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling. Investigate employment, sources of income, lifestyle, and associates to assess risk and overall compliance. Assist those needing medical help, food, shelter, and other assistance by referring them to the appropriate community or governmental agencies. Coordinate and monitor defendant's contact with community resources.
- Schedule and conduct drug use detection tests and collection 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) [statutory](#) applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Notify the court and the U.S. Attorney of any apparent bond violations. Prepare petitions and/or reports to the court recommending revocation or modification of conditions of release. Attend court hearings (initial, detention, violation, change of plea, sentencing) to provide additional information and to keep abreast of case status and requirements. Testify when necessary to support violation reports.
- Communicate with other organizations (Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning defendants' behavior and conditions of supervision. Identify and investigate violation matters, and make recommendations for disposition. Conduct preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers. Have knowledge of, and maintain compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements.

QUALIFICATIONS

Educational Requirement: Completion of a bachelor's degree from an accredited college or university with a field of academic study in such areas as criminal justice, criminology, psychology, sociology, human relations, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position. A degree that relies primarily upon credit for life experience, rather than academic course work, will not qualify or substitute for the required education or experience.

Specialized Experience: Candidates must possess 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.

Educational Substitutions: In lieu of the one year of specialized experience equivalent to work at the CL 23, a candidate must have completed the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
- Standing in the upper third of the class.
- 3.5 average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

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.

To qualify for the CL 27 level, the candidate must possess two years of specialized experience, including at least one year equivalent to work at the CL 25 level or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

Additional Qualifications Desired:

- Excellent writing and verbal communication skills in English
- Ability to deal with multiple demands in a fast-paced environment
- Experience with legal terminology and processes
- Demonstrated computer skills (keyboard, Windows 95 or higher, WordPerfect 8)
- Fluency in a foreign language (preferred)

CONDITIONS OF EMPLOYMENT

- Applicants must be citizens of the United States or be eligible to work in the United States (i.e., the applicant's country of citizenship has a defense treaty with the United States).
- **Maximum Entry Age:** First-time appointees will be covered under law enforcement officer retirement provisions and must not have reached their 37th birthday at the time of appointment. Applicants 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.
- **Physical Requirements:** The duties of a pretrial services officer require the investigation and management of criminal defendants who may present a physical danger to pretrial services officers and to the public. In the investigation, supervision, and treatment of defendants, these duties require moderate to arduous physical activity, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, pretrial services officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with committing federal offenses. As such, applicants in the position must be physically capable and able to handle moderate to arduous physical exertion.

Pretrial services 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. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

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 conditions to employment, the incumbent will be subject to on-going random drug testing 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 pretrial services officer assistants) are available for public review at <http://www.uscourts.gov>.

- Prior to employment, the selectee considered for this position will undergo a criminal background investigation and verification of information supplied. After appointment, OPM investigations will be conducted, and if the report reflects any negative nature, as to reflect continued employment as a U. S. Pretrial Services Officer would be ill advised, employment will be terminated. In addition, as conditions of employment, incumbent will be subject to updated background investigations every five years.

- The successful candidate will be required to attend a six-week training academy at the Federal Law Enforcement Training Center in Charleston, South Carolina.
- This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

BENEFITS

Judiciary employees serve under excepted appointments (not competitive civil service). A sample of benefits include:

- 13 paid vacation days each year for the first three years of employment, thereafter, up to 26 days each year and paid sick leave.
- Participation in the Federal Employees Retirement System, life insurance options, and the Thrift Savings Plan
- Participation in the Federal Health Insurance Program
- Participation in the Thrift Savings Plan
- Ten paid holidays each year

paid vacation and sick leave, health insurance, dental and vision insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employer matching contributions.

Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided.

HOW TO APPLY

Qualified applicants must submit a complete application packet which includes:

- 1) A letter of interest detailing their knowledge, skills and experience that are relevant to the field of pretrial services, investigations, counseling and case management;
- 2) Resume (include current grade/step and salary)
- 3) Official academic transcripts
- 4) A completed Federal Judicial Branch Application for Employment (Form AO 78). The application is available at: <http://www.uscourts.gov/forms/AO078.pdf> or by contacting the Human Resources Department at (415) 436-7521.

It is preferred that application materials are submitted via e-mail to psajobs@canpt.uscourts.gov. Application packets may also be forwarded to:

U.S. Pretrial Services, N/D of CA
 Attention: Denise Wright, Administrative Manager
 Job PSO 2012-01
 P.O. Box 36108
 San Francisco, CA 94102
 Fax: (415) 436-7470

Only applicants who are interviewed in person will receive a written response regarding their application status.

**THE UNITED STATES PRETRIAL SERVICES AGENCY, NORTHERN DISTRICT OF CALIFORNIA,
 IS AN EQUAL OPPORTUNITY EMPLOYER**