



Office of Human Resources  
U.S. District Court  
Western District of Texas  
727 E. Cesar E. Chavez Boulevard, Suite A-403  
San Antonio, Texas 78206

**Job #USPT 12-04**

<b>Position:</b>	<b>Pretrial Services Officer</b>
<b>Opening Date:</b>	<b>May 29, 2012</b>
<b>Closing Date:</b>	<b>June 15, 2012</b>
<b>Location:</b>	<b>Alpine, Texas</b>
<b>Starting Salary:</b>	<b>Up to \$51,668 (salary commensurate with experience)</b> <b><i>(Transfers within the Judiciary will be considered for a salary match up to CL-28)</i></b>

The United States Pretrial Services Office for the Western District of Texas is currently accepting applications for the position of Pretrial Services Officer in Alpine, Texas.

**Duties:** The Pretrial Services Officer is an investigation and supervision specialist responsible for providing information to the Court on matters concerning pretrial release and detention, release conditions, supervision, pretrial diversion and public safety, pursuant to 18 USC § 3153 and 3154.

**Qualifications:**

- Bachelor's Degree from an accredited college or university. Ability to communicate well orally and in writing. Ability to organize, oversee, and complete multiple projects simultaneously and with limited supervision. Ability to maintain confidences, exercise mature judgment, and work harmoniously with others. Dependable, with a commitment to regular attendance. Knowledge of court operations. Fluent in English-Spanish is required.
- Specialized Experience obtained through progressively responsible experience as a probation officer, pretrial services officer, or in such fields as parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial or security officer, other than criminal investigation experience, is not creditable. Also, graduate degrees and/or academic standing based on grade point average (overall 2.9 or better on a 4.0 scale or 3.5 or better in related major field of study), class ranking (upper third), or membership in a National Honor Society may be creditable for portions of the required specialized experience.
- Working knowledge of computer software such as WordPerfect and Windows are highly preferred.

**Physical Requirements and Maximum Entry Age (for first time appointees):**

- The duties of pretrial services officers require the investigation and management of defendants who present physical danger to officers and to the public. In the supervision, treatment, and control of these defendants, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination, and use of self-defense tactics. On a daily basis, these 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.
- Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Any candidate the court is appointing to an officer position will be subject to a pre-employment medical examination. The applicant must be determined medically qualified prior to commencement of duties. For additional information on the medical guidelines, please visit [www.txwd.uscourts.gov](http://www.txwd.uscourts.gov) - click on Employment, then Officer and Officer Assistant Medical Guidelines.

- Positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.
- Prior to appointment, the incumbent considered for this position will undergo an extensive medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the incumbent may then be provisionally appointed. At such time, the incumbent will undergo an extensive Office of Personnel Management (OPM) background investigation. Continued employment will be contingent on successful completion of the OPM investigation. In addition, as a condition of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations and drug screening.

**APPLICATION PROCESS:**

Qualified candidates must submit a cover letter, resume, and copy of college transcripts for Bachelors Degree and Masters Degree, if applicable, to Office of Human Resources, U.S. District Court, 727 E. Cesar E. Chavez Blvd., Suite A-403, San Antonio, TX 78206, **to be received by June 15, 2012.**

**To be considered, the following must be included in the cover letter:**

- Position Title
- Job Number USPT 12-04
- E-mail address
- Fluent in English and Spanish *or not* – Fluency in English and Spanish is required.
- Level of computer literacy – list software most often used
- Year in which Bachelor's Degree was received
- Date of Birth, including year born

*The Court is not authorized to reimburse travel expenses for interviews or relocation. Please note the best qualified candidates will be tested to determine level of skill/knowledge and final candidates will undergo a fingerprint and background check.*

The United States Pretrial Services Office is an Equal Opportunity Employer