UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
PRETRIAL SERVICES OFFICE

Vacancy Announcement (#13-01-PSO)

OPENING DATE: November 28, 2012 **CLOSING DATE: December 19, 2012**

Position Title: U.S. Pretrial Services Officer
Position Type: Full-Time Provisional to Permanent
(Pending a favorable suitability determined by the court.)
Duty Station: New York

Classification Level Ranges:
CL 25 - $44,563 to $71,362 CL 27 - $51,785 to $84,146 CL 28 - $62,046 to $100,893

The U.S. Pretrial Services Office for the Southern District of New York is currently accepting applications for the position of Pretrial Services Officer. Depending on budget constraints, more than one position may be filled from this vacancy announcement. Starting salary will be determined by education and experience. By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident "seeking citizenship."

MAXIMUM ENTRY AGE:

First-time appointees will be covered under law enforcement officer retirement provisions and must not reach their 37th birthday at the time of appointment. Applicants 37 or over who have previous federal law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS) 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. The mandatory separation age for positions covered under law enforcement retirement is 57, with 20 years of service.

REPRESENTATIVE DUTIES:

- Conducts investigations and verifies background information concerning persons who are arrested or summoned to court charged with federal criminal offenses. Information is gathered through interviews with the defendant, arresting authorities, U.S. Attorney's office, family, and community members. Drug testing and substance abuse assessments are performed, as well as, law enforcement automated criminal record verification.

- Evaluates gathered information and prepares a report for the Magistrate Judge 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. The recommendation considers prior convictions, ability of defendant to post bond, family/community ties, possibility of substance abuse, the risk of flight, and protecting the community.

- Monitors court ordered supervision and pretrial diversion supervision. Help ensure that defendants released to the community before trial commit no crime while awaiting trail and return to court as required. Implements supervision strategies and enforces court ordered conditions. Makes regular telephone contacts, home visits, and community contacts as required by the conditions of release and supervision plan. Addresses and makes referrals for inpatient/outpatient substance abuse or mental health treatment for positive lifestyle changes. Schedules and conducts drug use screens on defendants of the same gender and maintains appropriate records thereon.

- Notifies the court and the U.S. Attorney of any violations. Prepares written reports of violation matters to the court and makes a recommendation for disposition. Attends court hearings (initial, detention, or violation) to provide additional information and to keep abreast of the case status and requirements.

- Maintains detailed chronological written records of case activity in automated case tracking system. Is responsible for such case records as are required by the Court, the Administrative Office of the U.S. Courts, and the Chief Pretrial Services Officer.

MINIMUM QUALIFICATION:

Completion of 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, business, public administration which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position is required. Applicants must possess proficiency in interviewing, oral and written communications, and general resourcefulness. Applicants should be able to perform their duties within restricted time frames, recurring deadlines, and to deal with multiple demands in a fast-paced environment. Applicants are expected to work independently as well as with teams and are expected to effectively manage their caseloads often under stressful conditions. Demonstrate computer skills (keyboard, Windows 95 or higher, WordPerfect).

SPECIALIZED EXPERIENCE:

Progressively responsible experience, gained after completion of 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 is not creditable as specialized experience.)**

- The following requirements may be substituted for one year of specialized experience: Overall "B" GPA; standing in upper third of the class; "B+" average or better in the major field of study; election to membership in National Honorary Scholastic Societies (other than Freshman Honor Societies).

- Completion of one academic year (30 semester or 45 quarter hours) of graduate education in a field of study closely related to the position is qualifying at CL-25. Completion of a master's degree in a field of study closely related to the position, or Juris Doctor Degree is qualifying at CL-27.

- For placement at salary levels above the minimum the candidate must have at least one year of specialized experience, gained after completion of a bachelor's degree, in such fields as pretrial services, probation criminal investigations or work in substance abuse treatment.

PREFERRED SKILLS:

Fluency in Spanish – Proficient in communicating both orally and in writing is preferred, but not required.
Experience in the above representative duties is preferred.

BACKGROUND INVESTIGATIONS:

Prior to appointment, applicants considered for this position will undergo a background investigation by the Pretrial Services Office and a ten year background investigation by the Office of Personnel Management. Once appointed, the applicant will be subject to updated background investigations every five years, ongoing random drug screening, and fitness for duty medical evaluations as needed.

MEDICAL & PHYSICAL REQUIREMENTS:

Prior to appointment, the applicant considered for this position will undergo a medical examination and drug screening. Upon the successful completion of the medical examination and drug screening, the applicant may then be appointed provisionally, pending a favorable suitability determination by the court. The duties of pretrial officers require the investigation and supervision of criminal defendants who present physical danger to officers and to the public. Applicants must be physically capable to do field work. The medical requirements and the essential job functions derived from the medical guidelines for pretrial officers are available for public review at http://www.uscourts.gov.

NATIONAL TRAINING ACADEMY:

The appointed candidate will be required to participate in a six (6) week training program at the Federal Law Enforcement Training Center (FLETC) located in Charleston, South Carolina.

PROCEDURE FOR APPLYING TO VACANCY ANNOUNCEMENT #13-01-PSO:

- Cover letter which includes a narrative statement of relevant skills, experiences and how they relate to this position.
- Please reference Vacancy Announcement #13-01-PSO on your cover letter.
- Resume
- Completed AO 78 - Federal Judicial Branch Application for Employment (Date of birth **must** be completed on this form.) The form is available at: http://www.uscourts.gov/forms/AO078.pdf

Deadline:

To be considered for this position, mail must be postmarked no later than December 19, 2012 or received in-office by close of business day. You can also email your application to: nyspt_hr@nyspt.uscourts.gov

Pretrial Services Office
500 Pearl Street, Room 550
New York, N.Y. 10007-1312

Attn: Cheryl Johnson
Administrative Manager

****Due to the volume of applications received, this office will only communicate with those individuals selected to receive a written response to be interviewed and/or tested.****

Applicants selected for interviews and testing must travel at their own expense and relocation expenses will not be reimbursed. The Pretrial Services Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Selections will be approved by the Court. Employees are required to adhere to Code of Ethics and Conduct.

THE PRETRIAL SERVICES OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER
AND
A DRUG FREE WORKPLACE