

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MISSOURI  
PRETRIAL SERVICES**



**Mark M. Reichert**  
Acting Chief Pretrial Services Officer

**Susan E. Hendrickson**  
Supervising Pretrial Services Officer

**William L. Irby**  
Supervising Pretrial Services Officer

**Thomas F. Eagleton U.S. Courthouse**  
111 S. 10<sup>th</sup> Street, Suite 6.345  
St. Louis, MO 63102

**314-244-7000**  
**1-800-793-7002**

**VACANCY ANNOUNCEMENT  
No. 2013-05**

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**POSITION:** United States Pretrial Services Officer - FT/Permanent

**DUTY STATION:** U.S. Pretrial Service Eastern District of Missouri  
St. Louis Office

**SALARY RANGE:** CL 27 (\$45,928 - \$57,480) with promotion potential to CL28  
(\$55,027 - \$ 68,809) salary commensurate with experience and  
qualifications.

**ISSUE DATE:** 10/28/2013

**CLOSING DATE:** 11/15/2013

The United States Pretrial Office, United States District Court, Eastern District of Missouri is accepting applications for the position(s) of United States Pretrial Officer(s).

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**Representative Duties:**

- Conduct investigations, prepare reports, and make recommendations to the court. Interview defendants and their families, and collect background data from various sources. Interpret and apply policies, procedures, and statutes, Federal Rules of Criminal Procedures, Monographs, and relevant case law as applicable.
- 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 work with appropriate specialist to implement necessary treatment or violation proceedings, through assessment, monitoring, and counseling.

- Schedule and/or conduct drug use detection tests for 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 officers' requests for information and advice. Testify in court as to the basis for factual findings and guideline applications, as warranted. Serve as a resource to the court. Maintain detailed records of case activity.
- Review and resolve disputed issues involving defendants and present unresolved issues to the court for resolution. Assess defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Provide defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities of defendants through interviewing and gathering appropriate information. Work with defendants toward integration into the job market through cross-training, mentoring, and the use of up-to-date technology.
- Communicate with other organizations and personnel (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. Discuss violations with Supervisory Officer. Report violations of the conditions of release to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition.

## **Qualifications**

Completion of a master's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, 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, is **required** for all pretrial officer positions. Excellent professional references and computer abilities, including the ability to scan and submit documents electronically, are required. A driver's license is required to conduct field work.

**Specialized Experience:** Progressively responsible experience in such fields as probation, 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.

## **Medical Requirements and Maximum Entry Age**

The duties of pretrial officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, 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, 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 suspected or convicted of 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. 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.

First-time appointees to 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 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.

This is a hazardous duty position and as such the individual selected will be subject to mandatory separation at age 57, and/or upon completion of the necessary 20 years of service.

### **Preferred Skills**

Preferred skills include fluency in a foreign language, proficiency in Word, and experience or expertise in cultural diversity. Licensure or certification in a behavioral science (LMSW, CADC, LPC, etc.) is preferred.

### **Conditions of Employment:**

- Applicants must be a United States Citizen or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.
- In that officer positions are provisional appointments, candidates will undergo internal investigations conducted by the U.S. Pretrial Office, Eastern District of Missouri.
- After the internal investigation is completed and approved by the Chief Judge, applicants will receive a written offer for provisional hire. Pursuant to Judicial Conference policy, all final applicants for officer positions will undergo a medical examination by Public Health Service physicians or other Federal Occupational Health approved physicians using the medical guidelines developed by Federal Occupational Health, Law Enforcement Medical Program. Applicants will also undergo drug screening and will also be subject to random drug screening and updated background investigations every five years.

- 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 Officer would be ill advised, employment will be terminated.
- The position requires five to possibly eight weeks of specialized training out of district.
- The position is subject to mandatory electronic direct deposit of salary payment.
- The office does not pay for relocation expenses.

**How to Apply:**

Please mail a government application form AO78, detailed resume (including references); your two most recent performance based evaluations; and, copies of academic degrees.

**U.S. Pretrial Services Office  
Thomas F. Eagleton United States Courthouse  
111 S. 10th Street, Suite 6.345  
St. Louis, MO 63102  
Attention: Michele Helbling**

The Pretrial Services Office reserves the right to modify or withdraw the announcement which may occur without prior written or other notice.  
All property submitted becomes the property of the U.S. Pretrial Office.  
All application packets must be received or postmarked by November 15, 2013.  
Only applicants who are selected to be interviewed will be contacted.

**The Court is an Equal Employment Opportunity employer.**