

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



**Vacancy Announcement #20-08-PSOA**

**OPENING DATE:** September 29, 2020

**CLOSING DATE:** Open Until Filled

Position Title: U.S. Pretrial Services Officer Assistant (Provisional Hire)

Position Type: Full-Time Provisional to Permanent

Duty Station: New York, N.Y.

**CPS Table NY - LEO**

Classification Level 25 and Step Ranges (1 to 61) \$50,918 to \$81,546

**\*Position has promotional opportunity to U.S. Pretrial Services Officer position at CL 25/01 – CL 28/25**

The Pretrial Services Office-SDNY is accepting applications for the position of U.S. Pretrial Services Officer Assistant (PSOA). More than one position may be filled from this announcement. PSOAs are considered law enforcement/hazardous duty (LEO/ hazardous duty) and are therefore covered by LEO/hazardous duty retirement systems. PSOAs serve in the judiciary law enforcement position under the direction and guidance of a pretrial services officer or supervisor, providing technical and administrative support to pretrial services officers, primarily assisting with the supervision of low-risk cases, compiling information for investigations, coordinating with collateral agencies, drafting reports and correspondence, and performing similar duties.

The persons selected for these positions will have contact with confidential materials which is protected under the Pretrial Services confidentiality regulations, issued under Title 18 U.S.C. §3153(C)(2). Disclosure of any confidential information to the outside public is prohibited.

**REPRESENTATIVE DUTIES:**

A PSOA partakes in pretrial investigations of all types for office and other districts; completes investigative reports and other correspondence; contacts various law enforcement and regulatory agencies to collect and record information for both investigation reports and collateral investigations; conducts record checks on various automated systems; collects and conducts urine screens on defendants of same gender and maintains appropriate related records; under guidance and direction of an officer or supervisor, supervises a select caseload of persons on bond release or pretrial diversion; provides necessary information to the court regarding violations of supervision; makes field visits; as appropriate, reports all hazardous incidents encountered in their course of duty to the Supervisor, the

Chief U.S. Pretrial Services Officer, the Court, and the Office of Probation & Pretrial Services as required; may assist in maintaining the location monitoring program; assists in the development of community resources to meet the special needs of defendants; participates in and contributes to ongoing functional training programs; performs other duties and progressively greater responsibilities as assigned.

**QUALIFICATION:**

To qualify a person must be a high school graduate or equivalent and must have one year of specialized experience equivalent to work at the CL 24 level. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Applicants must have excellent writing ability and possess excellent oral communication and people skills.

Applicants must be physically capable, have good vision and normal hearing ability. First-time appointees must not have reached their 37th birthday at the time of appointment to a hazardous duty position. Applicants 37 or over with previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System may be eligible for appointment.

The work is fast-paced and demanding. Incumbents must work well under pressure and adjust to a diversified work force and clientele. Travel within the state will be required.

**PREFERRED QUALIFICATIONS:**

Preference will be given to applicants who possess 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, or business or public administration. Preference will be given to applicants with experience in using automated systems including electronic case filing and current versions of Word, Lotus Notes and Windows; experience in a pretrial or probation system or relevant experience in a court; and/or customer service experience. Preference may be given to bilingual candidates who have the ability to read, write and speak Spanish proficiently.

**MEDICAL & PHYSICAL REQUIREMENTS:**

Prior to appointment, applicants 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 and the successful completion of the required background checks and/or investigations. The duties of pretrial officers/assistants 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>

**BACKGROUND INVESTIGATIONS:**

As a condition of employment, the selected candidates must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one in addition to random drug testing throughout employment. Preliminary, in-district background investigations will also be conducted prior to submission of the candidate's name for court approval.

**APPLICANT INFORMATION:**

Pretrial Services Officer Assistants are designated as hazardous duty positions and covered under the hazardous duty retirement system. Persons in a position certified as law enforcement and enrolled in the law enforcement retirement system contribute a greater percentage of their salary toward the pension system (currently 4.9% for new employees) and are eligible to retire earlier with a higher pension than other federal employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Only qualified applicants will be considered for this position. Employees of U.S. Pretrial Services serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

Pretrial Services 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. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief U.S. Pretrial Services Officer or designee may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

#### **PROCEDURE FOR APPLYING TO VACANCY ANNOUNCEMENT #20-08-PSOA:**

- Cover letter which includes a narrative statement of relevant skills, experiences and how they relate to this position. Please reference Vacancy Announcement #20-08-PSOA on your cover letter.
- Resume
- Completed AO 78 - Federal Judicial Branch Application for Employment (**Date of birth must be completed on this form.**) **Please ensure all information is saved on your pdf prior to emailing.** The form is available at: <http://www.uscourts.gov/sites/default/files/ao078.pdf>  
or on our internet website: <http://www.nyspt.uscourts.gov/employment.html>
- **Any additional materials submitted, but not requested, will not be considered or retained. Incomplete applications will not be returned, retained, or considered.**

All required paperwork must be submitted by **electronic mail in one document.** **Please do not duplicate your email response with a mailed hard copy.**

Email your application to: [nyspt\\_hr@nyspt.uscourts.gov](mailto:nyspt_hr@nyspt.uscourts.gov) Subject: VA#20-08-PSOA

#### **APPLICATIONS RECEIVED BEFORE OCTOBER 19, 2020 WILL RECEIVE PREFERENCE.**

All resumes will be reviewed, and applicants will be chosen for interview and testing if deemed necessary by the Chief Pretrial Services Officer. Interviews may be conducted in person or via video conferencing. For those who must travel for the interview, they do so at their own expense. Relocation expenses are neither reimbursed.

Selections will be approved by the Court. Employees are required to adhere to Code of Ethics and Conduct.

The U.S. Pretrial Services Office is an Equal Opportunity Employer and encourages qualified minority applicants to apply.