

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



Vacancy Announcement (#22-04-PSO) – TRANSFER OPPORTUNITY

Transfer Opportunity open to all current U.S. Pretrial Services and Probation Officers in the Federal Judiciary only.

OPENING DATE: January 12, 2022

CLOSING DATE: Open until filled

(Preference given to applications received by February 28, 2022)

Position Title: U.S. Pretrial Services Officer – TRANSFER OPPORTUNITY
Position Type: Full-Time, Permanent
Duty Station: New York, N.Y. and/or White Plains, N.Y.

Classification Levels and Step Ranges (1 to 61)

CL 27 - \$61,564 to \$100,056 CL 28 - \$73,768 to \$119,959

OVERVIEW: The U.S. Pretrial Services Office for the Southern District of New York is currently accepting transfer applications for the position of U.S. Pretrial Services Officer. More than one position may be filled from this vacancy announcement.

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. Exercise good judgment in making recommendations to the court that affect public safety. A recommendation regarding bail and/or release or detention of the defendant is included in the report. The recommendation considers prior convictions, ability of the 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. Helps ensure that defendants released to the community before trial commit no crime while awaiting trial 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 the 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. 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 be able to demonstrate:

- Proficiency in interviewing, oral and written communications, and general resourcefulness.
- An ability to perform their duties within restricted time frames, recurring deadlines, and to deal with multiple demands in a fast-paced environment.
- The abilities to work independently as well as with teams and to effectively manage their caseloads often under stressful conditions.
- Strong organizational skills and attention to detail.

MISCELLANEOUS REQUIREMENTS:

All new hires must be vaccinated against COVID-19 as a condition of employment; exemptions/reasonable accommodations for medical/religious reasons may be provided on case-by-case basis prior to starting employment. Requests for exemptions will only be accepted once an offer of employment has been made.

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, corrections or prison guard is not creditable as specialized experience. FBI, Customs Agent, or U.S. Marshal also is not creditable as specialized experience.

- CL 27 – Two years of specialized experience, including at least one year equivalent to work at the CL 25 or Completion of a master's degree in a field of study closely related to the position, or Juris Doctor (JD) degree.
- CL 28 – Two years of specialized experience, including at least one year equivalent to work at the CL 27 level.

PREFERRED SKILLS:

In addition to the minimum qualifications, preference will be given to candidates with any of the following:

- At least three years of specialized experience
- Prior experience managing a specialty caseload such as location monitoring, mental health, substance abuse, and/or sex offenders; and/or
- A master's degree

BACKGROUND INVESTIGATIONS:

The applicant will be subject to updated background investigations every five years, ongoing random drug screening, and fitness for duty medical evaluations as needed.

At the Chief Pretrial Services Officer's discretion, the most recent background investigation/reinvestigation report complete on behalf of the officer may be reviewed.

PROCEDURES FOR APPLYING TO VACANCY ANNOUNCEMENT # 22-04-PSO:

- Cover letter which includes a narrative statement of relevant skills, experiences and how they relate to this position. Please reference Vacancy Announcement #22-04-PSO on your cover letter.
- Resume
- Your last two performance evaluations
- Completed AO 78 - Federal Judicial Branch Application for Employment (Date of birth must be completed on this form.) Please ensure all information is saved when 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** to the following email: nyspt_hr@nyspt.uscourts.gov

Entitle the subject line: VA# 22-04-PSO Transfer Opportunity

Please do not duplicate your email response with a mailed hard copy.

This office reserves the right to amend or withdraw this announcement without written notice to applicants. 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