

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



Vacancy Announcement (#12-01-PSO)

OPENING DATE: April 10, 2012

CLOSING DATE: May 08, 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.

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 law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System may be eligible for appointment. By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident "seeking citizenship." Starting salary will be determined by education and experience.

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 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 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.)**

- 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.

COURT PERSONNEL SYSTEM CLASSIFICATION LEVELS:

CL 25: One year specialized experience

CL 27: Two years specialized experience

CL 28: Three years specialized experience

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, applicants considered for this position will undergo a medical examination and drug screening. 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 #12-01-PSO:

- Cover letter which includes a narrative statement of relevant skills, experiences and how they relate to this position.
- Resume
- Please reference Vacancy Announcement #12-01 PSO on your cover letter.
- Deadline: To be considered for this position, mail must be postmarked no later than May 8, 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.

AN EQUAL OPPORTUNITY EMPLOYER
THE PRETRIAL SERVICES OFFICE IS A DRUG FREE WORKPLACE –
ZERO TOLERANCE