



CAREER OPPORTUNITY

United States Pretrial Services Office Southern District of New York

VACANCY ANNOUNCEMENT# 25-02-PSOA

POSITION:	U.S. Pretrial Services Officer Assistant (Provisional Hire)
POSTION TYPE:	Full-Time Provisional to Permanent
LOCATION:	New York, NY and/or White Plains, NY
SALARY RANGE:	CPS NY-LEO Table - CL 25 \$58,699 - \$93,942 *Position has promotional opportunity to U.S. Pretrial Services Officer position at CPS NY Table - CL 27/01 – CL 28/25 (\$102,163) without further competition.
OPENING DATE:	December 16, 2024
CLOSING DATE:	Open Until Filled (preference given to applications received by December 31, 2024)
OPEN TO:	Current U.S. Pretrial Services and Probation Office Employees only

POSITON OVERVIEW

The Pretrial Services Office-SDNY is accepting applications for the position of U.S. Pretrial Services Officer Assistant (PSOA). Applications are restricted to current employees of the U.S. Pretrial Services and Probation Office. 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.

DUTIES & RESPONSIBILITES

A PSOA partakes in pretrial investigations of all types for the 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 REQUIREMENTS

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.

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 INVESTIGATION

As a condition of employment, the selected candidates must successfully complete an initial 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.

ADDITIONAL CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. citizen or lawful permanent resident seeking U.S. Citizenship. In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:
 - (1) U.S. citizen
 - (2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. §1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.
- The position is subject to mandatory electronic fund transfer (direct deposit).
- All employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at www.uscourts.gov.

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.

EMPLOYEE BENEFITS

- Paid Vacation – accrue up to 13 days of paid vacation per year for the first three years, 20 days after three years, and 26 days after fifteen year.
- Paid Sick Leave – accrue up to 13 days per year.
- Paid Federal Holidays.
- Optional Participation in pre-tax benefit programs (health, dental, and vision insurance programs, flexible spending accounts, and commuter reimbursement benefit).
- Optional participation in Federal Employees Group Life and Long-Term Care Insurance.
- Retirement benefits in the Federal Employees Retirement System (FERS);
- Thrift Savings Plan (TSP)
- Employee Assistance Program (EAP)/Work Life Services.
- Employee Wellness Program.

APPLICATION PROCEDURE

Any current U.S. Probation or Pretrial Services employee interested in the position must submit the following documents as a *singular* file to the Administrative Manager at HR@nyspt.uscourts.gov, with subject line **VA#25-02.-PSOA**. Preference will be given to applications received by December 31, 2024.

- A cover letter which includes a narrative statement of relevant skills, experiences and how they relate to this position. Please reference Vacancy Announcement #25-02-PSOA.
- Resume
- Completed AO 78 Application for Federal Employment. This position requires the applicant to answer ALL questions on the AO 78. The form is available at either link listed below:

<https://www.uscourts.gov/sites/default/files/ao078.pdf>

<https://www.nyspt.uscourts.gov/employment.html>

- Submissions must be emailed as a single PDF document with following file name:
“Last Name, First Name_VA25-02-PSOA”

Any additional materials submitted, but not requested, will not be considered or retained. Incomplete applications will not be returned, retained, or considered. Due to the volume of applications received, only applicants who are selected for an interview will receive a response regarding their application status.

ADDITIONAL INFORMATION

All resumes will be reviewed, and applicants will be chosen for interview and written testing by the Chief Pretrial Services Officer. Only qualified applicants will be considered for this position, and it will be filled in accordance with the Equal Employment Opportunity Plan as promulgated by the Judicial

Conference of the United States. Final selections will be approved by the Court.

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 reposting the position.

U.S. Pretrial Services in the Southern District of New York is an Equal Opportunity Employer