



CAREER OPPORTUNITY

United States Pretrial Services Office Southern District of New York

VACANCY ANNOUNCEMENT# 25-04-PSO

POSITION: U.S. Pretrial Services Officer (Provisional Hire)

POSTION TYPE: Full-Time / Permanent

LOCATION: New York, NY and/or White Plains, NY

SALARY RANGE: CL 27 \$69,685 - \$113,305 *
CL 28 \$83,545 - \$135,773

*Position has promotional opportunity from CL 27 to CL 28 without further competition.

OPENING DATE: February 12, 2025

CLOSING DATE: Open until filled (Preference given to applications received by February 24, 2025)

POSITON OVERVIEW

The U.S. Pretrial Services Office for the Southern District of New York is currently accepting applications for the position of U.S. Pretrial Services Officer. More than one position may be filled from this vacancy announcement. Starting salary will be determined by education and experience. By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident "seeking citizenship." Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.

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 use 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 use, 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 use 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 QUALIFICATIONS

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.

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.

Preferred Skills

Experience as a Pretrial Services or Probation Officer on a Federal, State, or County level is desirable. Experience in the above representative duties is preferred. Written and verbal proficiency in Spanish language is highly desirable, but not required.

MAXIMUM ENTRY AGE:

First-time appointees covered under law enforcement officer (LEO) retirement provisions must not reach their 37th birthday at the time of appointment. Applicant’s age 37 or over with previous credible federal LEO experience under the Civil Service Retirement System (CSRS) or the Federal Employees’ Retirement System (FERS) may be eligible for appointment. The mandatory separation age for positions covered under hazardous duty law enforcement retirement is 57, with 20 years of service.

BACKGROUND INVESTIGATION

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. 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>

NATIONAL TRAINING ACADEMY

The appointed candidate will be required to participate in a five (5) week training program at the Federal Law Enforcement Training Center (FLETC) located in Charleston, South Carolina.

APPLICATION PROCEDURE

Interested applicants must submit the following documents as a *single file* to the following email, HR@nyspt.uscourts.gov with subject line **VA#25-04-PSO**. Preference will be given to applications received by **February 24, 2025**.

- Cover letter which includes a narrative statement of relevant skills, experiences and how they relate to this position. Please reference Vacancy Announcement #25-04-PSO on your cover letter.
- 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/ao_078-08-2024_1.pdf
<https://www.nyspt.uscourts.gov/employment.html>

- Submissions must be received as a single PDF document with following file name:
"Last Name, First Name_VA25-04-PSO"

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. 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.

The Court requires employees to adhere to the Code of Ethics and Conduct for Judicial Employees, which is available for review on the U.S. Courts website, www.uscourts.gov.

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