



CAREER OPPORTUNITY

United States Pretrial Services Office Southern District of New York

VACANCY ANNOUNCEMENT# 24-09-PST

POSITION:	Pretrial Services Technician (more than one position may be filled)
POSTION TYPE:	Part-Time/Full-Time Temporary (Not to exceed one year and one day from appointment. Potential for the position to be extended.)
LOCATION:	New York, NY
SALARY RANGE:	CL 22 \$37,173 - \$46,494 annually
OPENING DATE:	September 19, 2024
CLOSING DATE:	Open Until Filled

POSITION OVERVIEW

The United States Pretrial Services Office for the Southern District of New York is currently accepting applications for the position of Pretrial Services Technician. The incumbent will provide clerical, technical, and administrative support to officers and staff in a wide range of areas, including reception duties, assisting with the intake process, preparing and maintaining case files, data entry, assisting with urinalysis testing, and may include overseeing a courtesy supervision caseload.

REPRESENTATIVE DUTIES

- Perform a full range of customer service functions for staff, clients, visitors, and court personnel that come to the office. Courteously give visitors/callers prompt assistance by answering routine questions and/or referring them to the appropriate party or department. Copy all verifiable documents provided by clients for officers.
- Accurately enter information pertaining to the clients' office visit or phone calls, as well as contacts with AUSA's and defense attorneys for the supervising officer into case management system (PACTS).

- Promptly notify officers when clients come in for their scheduled or unscheduled urinalysis testing.
- Escort and monitor clients for urinalysis testing following all chain of command rules and office policy and procedures.
- Assist officers by retrieving docket information, filing correspondence and other mail matter received from clients or other parties. Work on research and investigative assignments under the direction of pretrial officers.
- Assist administrative staff with their non-supervision and detention caseloads as well as courtesy out caseloads.
- Scans and uploads case related documents for pretrial officers.
- Performs other duties assigned.

QUALIFICATIONS

The applicant must have a high school diploma or equivalent. Preference will be given to applicants with general or specialized experience.

GENERAL EXPERIENCE

General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE

Specialized experience is progressively responsible clerical or administrative experience that involved the routine use of keyboard skills and provided knowledge of the rules, regulations, terminology, etc. of the area in which the vacancy exists.

REQUIREMENTS

- Ability to be proficient in using standard office equipment (telephone, copiers, fax machines, scanners, etc.)
- Proficient in using software applications such as Microsoft Office Suite.
- Strong verbal and written communication skills.
- Must maintain a professional demeanor and presence.
- Ability to maintain confidentiality.
- Ability to deal with multiple demands in a fast-paced environment.

- Ability to follow instructions and adhere to office policies.
- Ability to organize and prioritize work.
- Work attire is business casual.

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.
- Selected applicants will be subject to a fingerprint, credit report, and employment checks as a condition of employment.

Excepted service appointments are “at will” and can be terminated with or without cause by the court.

Health insurance is not provided.

APPLICATION PROCEDURE

Interested applicants must submit the following documents as a *singular file* to the following email, HR@nyspt.uscourts.gov with subject line **VA#24-09-PST**.

- Cover letter outlining qualifications and skills, the date you can start, the schedule (days and hours) that you can work each week and must reference **VA#24-09-PST**
- Resume
- Completed AO 78 - Federal Judicial Branch Application for Employment. **Please ensure all information is saved on your pdf prior to emailing.** The form is available at the following link:

https://www.uscourts.gov/sites/default/files/ao_078-08-2024_1.pdf

As a Pretrial Services Technician is a law enforcement support position that requires access to criminal record systems, candidates for this position are required to answer all background information questions, including criminal history inquiries #18, #19, and #20, on the AO 78 form.

- Submissions must be received as a single PDF document with following file name:

“Last Name, First Name_VA2409-PST”

Applicants who fail to submit a complete application package will not be considered. Due to the volume of applications received, only applicants who are interviewed will receive a response regarding their application status. **Phone calls will not be accepted.**

The U.S. Pretrial Services Office reserves the right to amend or withdraw any announcement without written notice to applicants.

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