



CAREER OPPORTUNITY

United States Pretrial Services Office Southern District of New York

VACANCY ANNOUNCEMENT# 26-08-PSC

POSITION:	Pretrial Services Clerk
POSTION TYPE:	Full-Time, Permanent
LOCATION:	New York, NY
SALARY RANGE:	CL 24 \$52,678 - \$85,620
OPENING DATE:	March 20, 2026
CLOSING DATE:	Open Until Filled (preference given to applications received by April 2, 2026)

POSITON OVERVIEW

The Pretrial Services Office is accepting applications for the position of Pretrial Services Clerk. The incumbent is one of the agency's points of contact to the Court's stakeholders on the processing of all new arrests and related bail investigation assignments. The clerk may provide technical, administrative, and case management support to pretrial services officers and officer assistants in a wide range of areas, including, but not limited to, assisting with conducting investigations, urinalysis testing and processing, research, report preparation, coordinating with other agencies, and performing other similar duties as assigned. As requested by management, the incumbent will assist with general office coverage duties.

The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the vision and mission of the district. The incumbent will be expected to be familiar with all canons of the *Code of Conduct for Judiciary Employees* and local and national confidentiality policies.

Limited travel to other offices and for training events may be required.

REPRESENTATIVE DUTIES

- Responsible for the administrative processing of all new arrests and bail-related activity; coordinates with law enforcement agents, U.S. Marshals and U.S. Attorney's Office regarding all new arrests; coordinates with the Clerk's Office, Judicial Officers, criminal defense attorneys, and other court stakeholders regarding arrest and presentment processing.
- Prepares new arrest case files for court, ensuring the record contains the bail report, criminal record, and other pertinent documents.

- Updates the agency's daily bail investigation (intake) log with all intake-related data and activity; enters Pretrial Services' data on the Court's shared arrest log.
- Assists pretrial services officers in obtaining verifiable and supportable documentation during bail investigations.
- Processes record checks through local and national databases, including those designed to provide arrest, financial, and background information.
- Conducts criminal history, immigration, credit, and other background inquiries and provides results to pretrial services officers, including transcribing results into the bail report.
- Conducts inquiries with collateral agencies to verify defendants' background information.
- Assists pretrial services officers in obtaining verifiable and supportable documentation for case management of individuals on pretrial services supervision.
- Contacts Pretrial Services and Probation staff in other federal districts to ascertain compliance updates on active supervision cases.
- May provide oversight on a low-risk, out-of-district, or inactive caseload. Activities may include, but are not limited to, reviewing monthly supervision reports; conducting and reviewing required records checks; conducting all Probation and Pretrial Services Automated Case Tracking System (PACTS) work associated with the opening and closing of cases; processing collateral law enforcement requests; and preparing reports and correspondences for the court. The Pretrial Services Technician will work cooperatively with a Supervisory Probation Officer as needed for the assignment of activities requiring direct defendant contact to a U.S. Pretrial Services Officer.
- Conducts case file reviews and advises officers of matters needing their attention.
- Assists with urinalysis testing and processing.
- Drafts, formats, and edits status and/or compliance reports for pretrial services officers to submit to the court or other agencies that have a business relationship with the court.
- Performs various case file management tasks.
- Updates information in the Probation and Pretrial Services Automated Case Tracking System (PACTS).
- Assists with general office coverage duties such as, but not limited to, reception duties and general clerical work.
- Participates in ongoing training and development to remain current of advanced techniques.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

To qualify for Classification Level 24 (CL-24), applicants must possess at least a high school or equivalency diploma and have at least one year of specialized experience.

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.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

PREFERRED SKILLS

Excellent computer knowledge, with experience in the Windows operating environment and word processing knowledge, with ability to produce a high volume of material accurately. Knowledge of automated systems used for conducting background checks. Knowledge of legal terminology. Excellent oral and written communication ability with a diverse range of individuals. Knowledge of and the effective application of grammar, punctuation, and syntax rules is essential. Ability to organize, oversee, and complete multiple projects simultaneously. Detail oriented with strong organizational skills. Dependable with commitment to regular attendance and the ability to work beyond traditional office hours, if needed.

A bachelor's degree from an accredited college or university is highly desirable.

BACKGROUND INVESTIGATION REQUIREMENTS

This is a Highly Sensitive position within the Judiciary. The selected candidate must successfully complete an initial, five-year background investigation with periodic updates every five years thereafter. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation. Unsatisfactory results may result in termination of employment.

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 an initial fingerprint, credit report, and employment checks as a condition of provisional employment.

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 years.
- 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

Interested applicants must submit the following documents as a *single file* to the following email, HR@nyspt.uscourts.gov, with subject line **VA#26-08-PSC**. Preference will be given to applications received by April 2, 2026.

- Cover letter which includes a narrative statement of relevant skills, experiences and how they relate to this position. Please reference Vacancy Announcement **#26-08-PSC** on your cover letter.
- Resume and most recent performance evaluation.
- 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

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

As a Pretrial Services Clerk 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_VA2408-PSC”

Any additional materials submitted, but not requested, will not be considered or retained. Incomplete applications will not be returned, retained, or considered.

ADDITIONAL INFORMATION

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.

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