



CAREER OPPORTUNITY

United States Pretrial Services Office Southern District of New York

VACANCY ANNOUNCEMENT# 24-06-PSO-TFR

POSITION:	U.S. Pretrial Services Officer - Transfer Opportunity
POSTION TYPE:	Full-Time / Permanent
LOCATION:	New York, NY and/or White Plains, NY
SALARY RANGE:	CL 27 \$68,174 - \$110,828 CL 28 \$81,709 - \$132,844
OPENING DATE:	June 25, 2024
CLOSING DATE:	Open until filled (Preference given to applications received by July 26, 2024)
OPEN TO:	Current U.S. Pretrial Services and Probation Officers in the Federal Judiciary only.

POSITON OVERVIEW

The U.S. Pretrial Services Office for the Southern District of New York is currently accepting transfer applications for the position of U.S. Pretrial Services Officer. More than one position may be filled from this vacancy announcement.

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 level.

Preferred Skills

In addition to the minimum qualifications, preference will be given to candidates with any of the following:

- At least three years of specialized experience
- Prior experience managing a specialty caseload such as location monitoring, mental health, substance use, and/or sex offenders; and/or
- A master's degree

MEDICAL REQUIREMENTS AND BACKGROUND INVESTIGATION

The applicant will be subject to updated background investigations every five years, ongoing random drug screening, and fitness for duty medical evaluations as needed.

At the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be reviewed.

APPLICATION PROCEDURE

Any current US Probation or Pretrial Services Officer interested in this position must submit the following documents as a *singular file* to the Administrative Manager at hr@nyspt.uscourts.gov with subject line **VA#24-06-PSO-TFR**. Preference will be given to applications received by July 26, 2024.

- Cover letter which includes a narrative statement of relevant skills, experiences and how they relate to this position. Please reference Vacancy Announcement #24-06-PSO-TFR 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/ao078.pdf>

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

- Your 2 most recent performance appraisals.
- Submissions must be received as a single PDF document with following file name:
"Last Name, First Name_24-06-PSO-TFR"

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