

Announcement of Position Vacancy

UNITED STATES PRETRIAL SERVICES
DISTRICT OF NEW JERSEY



Position: Pretrial Services Student Contractor
Position Type: Temporary One-Year Appointment, with the option to extend to four years contingent on budgetary requirements.
Vacancy Number: 23-01
Location: One or more positions in Newark, Trenton & Camden, New Jersey
Date Posted: October 15, 2022
Closing Date: Open / Ongoing Recruitment Until September 30, 2023
Salary Range: Newark & Trenton CL-21/ CL-22 \$28,054 to \$57,292
Camden CL-21 / CL-22 \$26,340 to \$53,791
(CL-21: promotional opportunity to CL-22 without further competition)
*Beginning Classification and Steps will vary depending on qualifications and experience.
Salary progression based on acceptable performance.*

Position Overview:

The United States Pretrial Services Office for the District of New Jersey is currently accepting applications for the full-time temporary position(s) of a Student Contractor. This position will be filled as permitted by budgetary constraints. This appointment will not exceed a year and one day, although the agency, at its discretion, may extend the temporary appointment. Student contractors provide administrative support to United States Pretrial Services Officers.

Organizational Relationship:

A student contractor reports to a Sr. United States Pretrial Services Officer.

Representative Duties:

- Assist officers conduct investigations and verify background information concerning persons charged with a federal offense when they are arrested or summoned to court.
 - Assist in the operation of on-site substance abuse testing program. Record results of drug testing into the office's automated record keeping system and notify pretrial services officers.
 - Maintain drug testing equipment, including oversight and procurement of supplies. Maintain all laboratory logs.
 - Maintain contact with pretrial services officers to ensure all clients required to undergo urinalysis are tested.
 - Provide administrative assistance to various supervision units.
 - Assist Officers with administrative duties such as scanning, shredding, copying, filing, conduct database searches, chronological entries, etc.
 - Assist in performing receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member. Process outgoing mail/receiving mail and routing to the appropriate staff member.
 - Process and maintain accurate inventory of passports and other surrendered documents.
 - Perform other duties as assigned.
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Minimum Qualifications:

- Applicant must be a high school graduate or equivalent.
 - Applicant must be currently enrolled or completed an undergraduate or graduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study. Proof of enrollment or completion of degree must be provided.
 - Ability to communicate effectively both orally and in writing.
 - Skill in using personal computers and software applications, specifically Windows and Office365, scanners, copy machines, data entry, and Outlook.
 - Flexibility in adapting workplace changes.
 - Ability to maintain confidentiality.
 - Ability to work in a team setting.
 - Ability to meet required deadlines, maintain tracking systems related to cases.
 - Ability to maintain concentration despite interruptions.
 - Good knowledge of office procedures, practices, and processes.
 - Extensive knowledge of proper grammar usage and the ability to edit efficiently.
 - General knowledge of the criminal justice system and legal terminology.
 - Fluency in Spanish is helpful, but not required.
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Conditions of Employment:

- Appropriations law requires that a paid employee of the United States federal government, where the duty location is in the continental United States, be a:
 - a. United States citizen;
 - b. Person who owes allegiance to the United States (e.g., nationals of American Samoa, Swains Island, and the Northern Mariana Islands, and nationals who meet other requirements described in 8 U.S.C. § 1408);
 - c. Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
 - d. Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. 1324b(a)(3)(B). A lawful permanent resident “seeking citizenship”
 - A background investigation including fingerprint, criminal record check and credit check will be conducted.
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Employee Benefits:

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Sick leave earned at 4 hours per pay period (104 hours per year - 13 days).
 - Participation in the Federal Employees Retirement System and in a tax-deferred Thrift Savings Plan (TSP)—similar to a 401K plan.
 - Participation in the Federal Employee Health Benefits Program.
 - Participation in the Federal Employee Group Life Insurance Program.
 - Optional enrollment in the Federal Judiciary Employee long-term care insurance, Flexible Spending Accounts (FSAs) and commuter benefits program.
 - Up to 10 paid holidays a year.
 - Mandatory electronic direct deposit of salary payment.
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Application Process:

Anyone wishing to apply should submit the following **in one single .pdf file** to Supervisory United States Pretrial Services Officer Sandra Marin via email (sandra_marin@njpt.uscourts.gov).

1. A letter of interest indicating the skills and competencies that you believe you possess that will match the needs of our Agency.
2. An updated resume.

3. A completed AO-078 Federal Judicial Branch Application for Employment. As this position will require access to sensitive information, you should answer the Optional Background Information - Questions 18, 19 & 20.
(<https://www.uscourts.gov/sites/default/files/ao078.pdf>).

The selection process will include a review of submitted material, as well as an interview.

Due to the volume of applications received, U. S. Pretrial Services will communicate with only those qualified individuals who are selected for an interview.

Pretrial Services reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Pretrial Services Officer may elect to select a candidate from the original qualified applicant pool.

U. S. PRETRIAL SERVICES FOR THE DISTRICT OF NEW JERSEY
IS AN EQUAL OPPORTUNITY EMPLOYER

JONATHAN P. MULLER, CHIEF
United States Pretrial Services Officer
October 15, 2022