

Announcement of Position Vacancy

UNITED STATES PRETRIAL SERVICES
DISTRICT OF NEW JERSEY



Position: **United States Pretrial Services Officer**
(One or more positions may be filled from this announcement)

Position Type: Full-Time / Permanent
(One Year Probationary Term)

Vacancy Number: 23-02

Location: One or More Locations: Newark, Camden, or Trenton

Date Posted: October 25, 2022

Closing Date: Open Until Filled
Preference is Given to Resumes Submitted by November 18, 2022

Salary Range: CL-27 \$57,868 - \$100,056
CL-28 \$69,339 – \$119,959
Beginning classification and steps will vary depending on qualifications and experience. Salary progression is based on acceptable performance.

Position Overview:

The Pretrial Services Officer is an investigation and supervision specialist responsible for providing information to the Court on matters concerning pretrial release and detention, release conditions, supervision, pretrial diversion, and public safety pursuant to 18 U.S.C. § 3153 and 3154.

Organizational Relationship:

A Pretrial Services Officer reports to a Supervisory United States Pretrial Services Officer.

Representative Duties:

- Gathers and verifies background information concerning persons charged with a federal criminal offense when they are arrested or summoned to the Court. Information is gathered through interviews with the defendant, arresting authorities, U.S. Attorney's Office, family, and community members.

- Uses law enforcement automated criminal record systems to obtain and verify information.
- Evaluates information and prepares a report to the Judge prior to the initial hearing with an assessment of non-appearance and danger to the community. A recommendation regarding the release or detention of the defendant is included in the report.
- In formulating a recommendation, considers community ties, prior convictions, the possibility of substance abuse, and the risks of non-appearance and danger to the community.
- Supervises those defendants who are released to the community to enforce the conditions of release. Makes regular telephone and personal contacts in the office, home, and community as required by the conditions of release and the supervision plan.
- Assists those with social service needs such as medical, treatment, housing, and others by referring defendants to the appropriate community resources.
- Monitors compliance with release conditions and amends conditions as necessary to address identified risks.
- Notifies the Court and the U. S. Attorney of any violations. Prepares petitions and/or reports to the Court recommending modification of conditions of release or revocation.
- Attends court hearings (initial, detention, or violation) to provide additional information and make updated recommendations. Testifies when necessary to support violation reports.
- Develops a supervision plan and maintains a detailed record of case activity.

Competencies (Knowledge, Skills, and Abilities):

- **Confidence in Decision Making:** Makes individualized recommendations based on law, judiciary policy, and principles supported by research. Clearly articulates relevant reasons for recommendations that are grounded in law, policy, research, and individual characteristics. Communicates pretrial release and supervision decisions in a confident, steadfast manner.
 - **Proactive Planning:** Considers the impact of release and supervision recommendations on the community as well as the supervisee. Calibrates supervision intensity to risk and needs.
 - **Team Orientation:** Coordinates activities with other staff of the Agency, and when appropriate, with other stakeholders. Shares information, knowledge, and resources as permitted by statute, policy, and confidentiality regulations.
 - **Workload Management:** Sets priorities based on circumstances, available information, and resources. Allocates time, effort, and resources necessary to complete tasks within appropriate timetables. Submits timely and accurate reports. Aligns workload coverage when necessary in accordance with Agency policy. Memorializes case activity in an accurate, timely, and complete manner. Effectively utilizes technology to manage workload.
 - **Everyday Leadership:** Models the use of evidence-based practices. Understands and communicates the vision of the system and Agency. Seeks professional development through training. Shares and celebrates success. Demonstrates the ability to manage work-related stress and promotes wellness.
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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, or 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 for all pretrial services officer positions.
 - An ability to effectively communicate orally and in writing is needed.
 - The ability to organize, oversee, and complete multiple projects simultaneously, and with limited supervision, is a desired characteristic in addition to being detail-oriented with strong organizational skills.
 - Dependability, with the ability to work beyond traditional office hours is required.
 - The incumbent must exercise sound judgment and maintain confidences.
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Preferred Skills:

- Preferred skills include fluency in Spanish or other languages.
 - Enrollment or completion of an advanced degree or certification.
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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"
- First-time appointees to positions covered under federal law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous federal law enforcement officer experience under the federal Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.
- This is a hazardous duty position and as such, officers will be subject to mandatory separation based on age, if occupying this position at age 57, with the necessary 20 years of service.
- Final candidate(s) will undergo a local background investigation with law enforcement agencies, as well as a check of financial and credit records.

- The applicant selected for this position will undergo a full OPM background investigation. Applicants may be hired provisionally pending the outcome of the investigation. Employment is contingent upon the outcome of a favorable OPM background investigation. An unsatisfactory background investigation may result in termination of employment.
- Prior to appointment, the selectee considered for this position must undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as a condition of employment, the incumbent will be subject to ongoing random drug screening, and updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.
- The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers, and officer assistants are available for public review at <http://www.uscourts.gov>.
- Mandatory attendance at the National Training Academy in Charleston, South Carolina for 6 consecutive weeks will be required.

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.

Application Process:

Anyone wishing to apply should submit the following items to Administrative Specialist Colleen O'Donnell via email (colleen_odonnell@njpt.uscourts.gov):

Your submission should include **all required documents in one single PDF attachment arranged in the order indicated below.**

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.

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3. A completed AO-78 “Application for Judicial Branch Federal Employment” (<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)

The selection process will include a review of the submitted material, as well as a panel 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 25, 2022