

## PROMOTIONAL OPPORTUNITY

### UNITED STATES PRETRIAL SERVICES DISTRICT OF NEW JERSEY



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Position:	<b>Assistant Deputy Chief Pretrial Services Officer (Type I)</b>
Position Type:	Full-Time / Permanent
Vacancy Number:	26-03
Location:	Newark, New Jersey
Date Posted:	December 8, 2025
Closing Date:	December 31, 2025
Salary Range:	CL-31 \$138,089 - \$195,200

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#### Position Overview:

The United States Pretrial Services Agency for the District of New Jersey is accepting applications for the position of Assistant Deputy Chief U.S. Pretrial Services Officer, Type I. The primary responsibilities of this position will be to act as third-in-command and assist in the operational oversight of pretrial services within the District of New Jersey. The position is located in Newark, New Jersey.

The District of New Jersey has (3) Sr. District Judges, (17) District Judges, (16) Magistrate Judges, and (1) Part-Time Magistrate Judge. The Pretrial Services Agency has (54) authorized positions assigned to courthouse locations in Newark, Trenton, and Camden, and is responsible for approximately 1,100 bail, diversion, and collateral investigations annually, and the supervision of approximately 1,500 defendants.

Current United States Pretrial Services and Probation Officers within the United States Federal Probation and Pretrial Services system may apply. The District of New Jersey, U.S. Pretrial Services Agency, does not reimburse for expenses associated with interviews or relocation.

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#### Organizational Relationship:

An Assistant Deputy Chief (Type I) reports to the Deputy Chief Pretrial Services Officer (Type II). He or she is responsible for all aspects of operations and must be accessible to staff and managers at any and all hours when business is being conducted or planned. As such, an Assistant

Deputy Chief (Type I) Pretrial Services Officers must be flexible regarding hours of duty in order to perform the oversight duties as required.

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### Representative Duties:

- Oversee and manage activities within one or more office location. Manage, develop, and mentor supervisory officers and support staff, including establishing standards, evaluating performance, handling disciplinary actions, and recommending new hires, personnel actions, and terminations.
- Oversee the daily operation of the department, including establishing priorities and setting deadlines. Conduct staff meetings and communicate operational status and relevant information to supervisors and staff. Develop office policies pertaining to personnel management, planning, efficiency, and quality control. Manage administrative aspects of office operations, such as evaluating and approving leave requests, and procuring office equipment and resources. Determine office needs, including personnel needs, space requirements, fiscal needs, etc.
- Complete periodic status reports within the required time frames. Review and approve financial reports, including agency expenditures. Ensure that statutes, regulations, and guidelines pertaining to federal defendants' pretrial matters are applied and adhered to. Ensure that supervisors understand federal and Administrative Office policies and procedures.
- Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, and staff.
- Assist the Deputy Chief and the Chief with making operating decisions, including allocating resources, developing policies and strategies, and initiating new programs. Meet with other senior management and executives to review budget allocations, supervision issues, and policy developments. Travel to each office to assess and evaluate activities among offices.
- Establish and monitor programs which implement change management and quality control techniques. Organize work processes to optimize the use of time and resources, ensuring results meet expectations. Use statistical reports to monitor the management of cases and take appropriate action. Utilize established Evidence Based Practices to inform decision making.
- Communicate and respond to requests from upper management regarding operations, keeping them well-informed. Ensure employees receive process, policy, and procedural systems training, including initial, updated, or remedial training. Ensure supervisory coverage through effective delegation of authority.
- Review and edit written work (including case plans, correspondence, and reports that are submitted to the court), ensuring that recommendations made by supervisors or officers to the court adhere to local and national policy and guidelines. Develop short-term and long-range workforce plans. Ensure adequate coverage for office activities and court appearances. Conduct audits and reviews of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Communicate clearly and effectively, both orally and in writing. Explain complex information, concepts, rules, and regulations to individuals and groups with varying

experience and backgrounds, including counsel, law enforcement, collateral agency personnel at different government levels, community service providers, and defendants.

- Comply with the Code of Conduct for Judicial Employees and court confidentiality requirements.
- Demonstrate sound ethics and good judgment at all times. Handle confidential information in a careful and deliberate manner.
- May perform any or all duties of a pretrial services officer, including investigating and/or supervising defendants.

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### Competencies (Knowledge, Skills and Abilities):

- Demonstrate and apply a thorough understanding of the roles, functions, practices, and procedures of federal pretrial services offices. Display a clear understanding of the roles, responsibilities, and relationships among the state and federal courts and other federal agencies. Demonstrate thorough knowledge of judicial processes and procedures and how they relate to officers' roles and responsibilities. Apply knowledge of available community resources to best serve the unit and its mission. Exhibit appropriate techniques in investigating defendants.
- Display proficient knowledge of the Bail Reform Act, statutes, Federal Rules of Criminal Procedure, and applicable case law. Follow changes in the law and other forms of guidance. Exhibit proficiency in counseling defendants regarding necessary compliance with conditions of their release. Display skill in compiling and summarizing information within established timeframes. Demonstrate competence regarding district level budget object codes, allocation procedures and related financial operations. Display a clear understanding of budget preparation and administration.
- Demonstrate skill in analyzing and summarizing legal concepts and issues, legal reasoning, and critical thinking. Display skill in supervising defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior.
- Apply knowledge of supervisory and employee management principles through fairly and equitably assigning, prioritizing, monitoring, and reviewing work assignments. Display performance management skills through assessing and documenting employees' performance objectively and equitably against established goals and objectives within a specific rating period. Exhibit proficiency in managing personnel issues and recommending or taking appropriate action. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use effective mediation and problem-solving skills when managing conflicts in the workplace.
- Display the ability to effectively represent the pretrial services unit among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, troubleshooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.
- Demonstrate proficiency in the use of automated equipment including word processing, spreadsheet, database applications, and applicable automated systems, websites, and other computer-based systems used by the court. Display the ability to manage new local and national applications. Use computer software, internet, and automated systems to conduct research and complete similar activities.

- Assists in establishing and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- Participates in public relations to explain pretrial services to the community. Follows community issues and events with special focus on alleviating hazardous office and field incidents
- Ability to establish cooperative relationships with other U.S. Pretrial Services and Probation Offices to assure all requests for assistance from other districts are met promptly and effectively. Thorough knowledge and understanding of the Administrative Office's Probation and Pretrial Services Office and documented history of developing and maintaining national relationships within the probation and pretrial services system.

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#### Minimum Qualifications:

- Must be currently employed by the United States Probation and Pretrial Services system.
- Must have at least three years of experience as a supervisor at a CL-30 or above.
- Must have at least five years of specialized experience in community corrections or closely related fields.
- 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. Completion of an advanced degree from an accredited university is **preferred**.
- 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 and in multiple office locations is required. The incumbent must exercise sound judgment and maintain confidences.

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#### Preferred Skills:

- Completion of an advanced degree from an accredited university is **preferred**.
  - Additional experience managing budgets, procurement, human resources, and other administrative tasks is preferred.
  - Consistently excellent performance ratings with a commitment to organizational goals that reflect high personal standards, outstanding communication skills, strong management experience, and ethical behavior.
  - Demonstrated ability to make decisions from an organizational perspective which produces high quality results by applying technical knowledge, analyzing problems, and calculating risks.
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### Conditions of Employment:

- The selectee will be subject to ongoing random drug screening, and periodic background reinvestigations every five years. Applicants must be U.S. citizens or eligible to work in the United States. The hazardous duty maximum age and physical requirements will be met for this position.

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### Application Process:

Interested candidates should submit the following items to Administrative Support Specialist Sophia Onal via email ([sophia\\_onal@njpt.uscourts.gov](mailto:sophia_onal@njpt.uscourts.gov)).

Your submission should include **all required documents in one 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.
3. Performance evaluations for the past two years.

The selection process will include a review of submitted material, as well as a panel interview. Only the most qualified applicants will be 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.

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

JONATHAN P. MULLER, CHIEF  
United States Pretrial Services Officer  
December 8, 2025