

PROMOTIONAL OPPORTUNITY

UNITED STATES PRETRIAL SERVICES DISTRICT OF NEW JERSEY



Position:	Supervisory United States Pretrial Services Officer
Position Type:	Full-Time / Permanent
Vacancy Number:	26-06
Location:	Newark, New Jersey
Date Posted:	July 24, 2026
Closing Date:	August 7, 2026
Salary Range:	CL-29 \$100,335 - \$163,075 CL-30 \$118,557 - \$192,719 <i>(If started at CL-29, promotional potential to CL-30 without further competition.)</i>

Position Overview:

The Supervisory Pretrial Services Officer performs supervisory work related to the full range of pretrial services officer law enforcement duties. The Supervisory Pretrial Services Officer primarily directs law enforcement officers assigned to the monitoring, investigation, and supervision of defendants. The incumbent also supervises certain technical and administrative staff.

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.

Organizational Relationship:

A Supervisory Pretrial Services Officer reports to the Chief, Deputy Chief or Assistant Deputy Chief Pretrial Services Officer. 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, Supervisory Pretrial Services Officers must carry cellular telephones as assigned by the agency and must be flexible regarding hours of duty to perform the oversight duties as required.

Representative Duties:

- Supervise professional law enforcement, technical, and support staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions. Confer regularly with staff to provide direction and assistance in case situations and with general operational procedures. Receive, prioritize, and assign work to staff, ensuring that work is assigned fairly and equitably.
 - Monitor time and attendance and evaluate and approve leave requests. Provide training and orientation for new staff members. Serve as a resource for officers and other staff to assist with performing work successfully and efficiently. Develop and implement training programs for officers and staff. Make recommendations regarding new hires, personnel actions, and terminations.
 - Review and edit written work, including case plans, correspondence, and reports submitted to the court. Ensure that recommendations made by officers to the court adhere to local and national policy and guidelines. Ensure adequate coverage for office activities, court appearances, etc. Conduct audits and reviews of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
 - Develop recommendations and advise the court on appropriate issues. Assist senior managers in the formulation and modification of office management policies. Assist in monitoring the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring that contract terms are met, and related activities.
 - Communicate and respond to management requests regarding case operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment. Handle confidential and sensitive information appropriately.
 - 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 knowledge of the roles and functions of the federal pretrial services office, including knowledge of the legal requirements, practices and procedures used in pretrial services. Display knowledge of the roles, responsibilities, and relationships among the state and federal courts, U.S. Probation Office, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations. Exhibit an understanding of how other judicial processes and procedures relate to officers' roles and responsibilities.
- Display knowledge of federal law and the criminal justice system particularly as it relates to federal pretrial services policies and procedures. Demonstrate knowledge of surrounding communities and available community resources.

- Display skill in investigative techniques and in investigating defendants' backgrounds, activities, and finances, and determining the legitimacy of their income. Exhibit an understanding of the *Bail Reform Act*, statutes, *Federal Rules of Criminal Procedure*, applicable case law and changes in the law.
- 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. Exhibit skill in counseling defendants to maintain compliance to conditions of their release. Demonstrate the ability to follow safety procedures.
- Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use 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, trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.
- Demonstrate skill 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 perform record checks, conduct research, compile criminal history information, and complete similar activities.

Minimum Qualifications:

- Must be currently employed by the United States Courts as a U.S. Pretrial Services Officer or U.S. Probation Officer.
- Must have at least three years of experience as an officer at a CL-28 or above. If currently a CL-28, must be in full performance.
- 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, 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 is required. The incumbent must exercise sound judgment and maintain confidences.

Preferred Skills:

- Preferred skills include the earning of a master's degree in a closely related field or currently enrolled in a master's program in a closely related field.
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Application Process:

Anyone wishing to apply should **submit the following materials in one single .pdf file** to the Chief Pretrial Services Officer via email (jon_muller@njpt.uscourts.gov) no later than close of business Friday, August 7, 2026:

1. A letter of interest.
2. An updated resume.
3. A two-page statement indicating the skills and competencies that you believe you possess that will match the needs of the office.

The selection process will include a review of performance appraisals and 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.

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

JONATHAN P. MULLER, CHIEF
United States Pretrial Services Officer
July 24, 2026