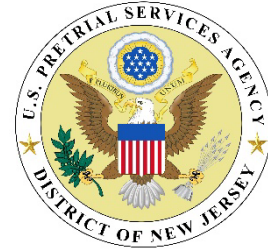


PROMOTIONAL OPPORTUNITY

UNITED STATES PRETRIAL SERVICES DISTRICT OF NEW JERSEY



Position:	Sr. Pretrial Services Office (Intake Team Lead)
Position Type:	Full-Time / Permanent
Vacancy Number:	26-07
Location:	Newark, New Jersey
Date Posted:	July 24, 2026
Closing Date:	August 7, 2026
Salary Range:	CL-29 \$100,335 - \$163,075

Position Overview:

A Senior United States Pretrial Services Officer is a judiciary law enforcement position. Sr. Pretrial Services Officers assist in the administration of justice and promote community safety, gather information, supervise defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Under the supervision of the Supervising Pretrial Services Officer, the Intake Team Lead will be responsible for the investigative work of officers assigned to Intake in the Newark vicinage. This responsibility will include the assignment, scheduling, and review of the Unit's investigations. Planning, training, and evaluation will also comprise duties of the Intake Team Lead. The Intake Team Lead will participate in the development and provision of ongoing training related to investigation work for all professional and clerical staff.

Organizational Relationship:

A U.S. Pretrial Services Officer – Intake Team Lead reports to the Supervisory Pretrial Services Officer. He or she is responsible for investigations and supervision of defendants. As such, Sr. U.S. Pretrial Services Officers must carry cellular telephones as assigned by the agency and must be flexible regarding hours of duty to perform the duties as required.

The primary judiciary contacts are other pretrial services staff, judicial officers, peers specializing in intensive supervision, staff of other court units, the Administrative Office's Probation and Pretrial Services Office and the Administrative Office's General Counsel.

The primary external contacts are defendants and their families, other government agencies, U.S. Attorney's Office, Federal Public Defender's Office, U.S. Marshals, Bureau of Prisons, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating defendants' backgrounds, obtaining and verifying arrest information, and similar activities.

Representative Duties:

- Assigns and schedules the work of the investigation unit regarding all pretrial investigative work and coordinates/assigns necessary court coverage.
- Reviews investigations and reports for compliance with existing policies, procedures, and guidelines.
- Provides information to Supervisor and management staff as needed.
- Plans, develops, and evaluates the effectiveness of the investigative mission, resolving problems related to the unit's function.
- Serves as Court authority and as liaison to the U. S. Attorney's Office, defense bar, U.S. Marshals Service and all other law enforcement agencies on unit functions.
- Develops and implements a plan for bail investigations of all summons cases from the U. S. Attorney's Office in the District, serving as a liaison to coordinate work assignments.
- Assists Supervisor in developing and coordinating a formal training program for new Pretrial Services Officers as well as ongoing and specialized training for professional and clerical staff. Assists in the updating of agency policies, procedures, manuals and guidelines with respect to investigation work.
- As part of the staff training responsibility, in conjunction with the Supervisor, assesses needs and available training opportunities, both within and outside the agency, maintaining records of training offered and acquired by staff, and acting in a liaison role with training or program development coordinators of the Probation Office, U. S. Attorney's Office, U. S. Marshals' Office, as well as other Pretrial Services Agencies.
- Provides input into employee appraisals with respect to performance, objectives, and goals related to investigative functions.
- Performs the duties of a Pretrial Services Officer as required.
- Broad knowledge of the criminal justice system. As applicable, thorough knowledge of federal probation or pretrial services legal requirements, policies and procedures. Ability to identify and evaluate needs, develop proposals, and implement programs. Ability to communicate orally with individuals such as judicial officers, attorneys, and law enforcement personnel. Ability to conduct training and provide consultation. Ability to work under deadlines. Ability to write concisely and clearly.
- Scope and Effect of Work: The incumbent's work assists the staff and the court by developing programs and policies which will ensure the mission of the agency is accomplished.
- Complexity: A requirement of this position is that the Team Leader possesses sound technical knowledge along with an acute problem-solving ability in order to present alternative solutions to complex problems. The Team Leader's decisions will affect recommendations and standards, as well as the Court's decisions.

- **Work Parameters:** The incumbent requires minimal supervision. The incumbent will perform the duties with wide latitude for independent judgment, subject to general supervision of the Supervisor. The incumbent's recommendations are usually accepted.
 - **Personal Interactions:** Daily contacts with Judges, Court officials, prosecuting and defense counsel, investigative agencies, public groups, officials of government and other agencies, and Pretrial Services staff.
 - **Environmental Demands:** The work is performed in a professional office setting.
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Competencies (Knowledge, Skills and Abilities):

- Knowledge of the roles and functions of the federal pretrial services offices.
- Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Probation, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations relating to area of specialization.
- Knowledge of resources, policies, procedures, and protocols in managing cases involving high-risk and/or specialized cases. Ability to provide guidance to line officers, the court, and other agencies regarding area of specialization.
- Knowledge of investigative techniques and skill in investigating defendants' backgrounds, activities, finances, and determining legitimacy of their income. Knowledge of the *Bail Reform Act*. Knowledge of negotiation and motivation techniques.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal pretrial services in the area of specialization. Knowledge of surrounding community and available community resources.
- Knowledge of *Federal Rules of Criminal Procedure* and applicable case law. Ability to apply changes in the law as appropriate.
- Skill in conducting legal research related to varied complex and difficult legal issues regarding supervision. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling defendants to maintain compliance with conditions of their release. Ability to follow safety procedures.
- Ability to identify and evaluate needs, develop proposals, and implement programs. Ability to conduct training and provide consultation.
- Ability to interview people with diverse backgrounds, their families and others in the community to obtain the information needed.
- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.
- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and defendants. Ability to interview and establish rapport with contacts at collateral agencies,

defendants and their families/support systems, and others for the purpose of supervision and investigation.

- Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities.
- Skill in interpreting and analyzing data from a variety of investigative databases.

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 a pretrial services or probation officer with at least one year at CL-28.
- 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 is required. The incumbent must exercise sound judgment and maintain confidences.

Preferred Skills:

- Preferred skills also include the earning of a master's degree in a closely related field or pursuing a master's degree in a closely related field, and/or fluency in Spanish or other languages.

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 match the needs of the office.

The selection process will include a review of performance appraisals, various analytical reports (DSS) 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 for a Sr. U.S. Pretrial Services Officer 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