



**UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY
U. S. PRETRIAL SERVICES**

Announcement of Position Vacancy

Position Title: U. S. Pretrial Services Officer
(More than one position may be filled from this announcement)

Level/Salary Range: CL 25 - \$42,843 to \$73,807
CL 27 - \$51,858 to \$89,262
CL 28 - \$62,146 to \$107,010

**Beginning Classification and Steps will vary depending on qualifications and experience.
Salary progression based on acceptable performance.**

Location: Camden, Trenton and Newark, New Jersey

Open Date: September 11, 2017

Closing Date: October 20, 2017

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 records system to obtain and verify information. Drug testing and substance abuse assessments are performed.

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, 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.

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. 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 includes having more than two years of progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse/addiction or mental health treatment. Experience as a police officer, custodial or security officer, other than criminal investigative experience, does not meet the requirements of specialized experience.

Preferred skills also includes 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, and/or advanced knowledge of computer systems and technology, and/or other skills related to the field of community corrections/criminal justice.

MAXIMUM ENTRY AGE:

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System 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.

JOB REQUIREMENTS:

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 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 conditions of employment, incumbent will be subject to ongoing random drug screening, 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 Law Enforcement Hazardous Duty Retirement Program and in a tax-deferred Thrift Savings Plan (TSP)—similar to a 401K plan.

Voluntary participation in the Federal Employees Health Benefits Program.

Voluntary participation in the Federal Employee's Group Life Insurance Program.

Optional enrollment in the Federal Judiciary employees' long-term care insurance, Flexible Spending Accounts (FSAs) and commuter benefits program.

Up to 14 paid holidays a year.

Mandatory electronic direct deposit of salary payment.

APPLICATION PROCEDURE:

Applicants are **required** to submit a cover letter and resume to Colleen O'Donnell, Administrative Support Specialist, U. S. Pretrial Services Agency, Martin Luther King, Jr. Federal Courthouse, 50 Walnut Street, Room 1018, Newark, New Jersey 07101-6240.

SELECTION PROCESS:

All resumes will be reviewed and applicants will be chosen for interview and testing. Due to the volume of applications received, U. S. Pretrial Services will communicate with those qualified individuals who are selected for 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**

CHRISTINEA.DOZIER
Chief U. S. Pretrial Services Officer