

# CAREER OPPORTUNITY



## UNITED STATES PRETRIAL SERVICES AGENCY NORTHERN DISTRICT OF CALIFORNIA

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**OPEN TO CURRENT UNITED STATES PRETRIAL SERVICES & PROBATION OFFICERS ONLY**

**POSITION:** Deputy Chief Pretrial Services Officer, Type II  
**VACANCY NUMBER:** 2018 PTS-DCP-01  
**LOCATION:** SAN FRANCISCO, CA  
**SALARY RANGE:** JSP 14/1 (\$124,475) to JSP 15/10 (\$164,200)\*  
**DATE POSTED:** April 27, 2018  
**CLOSING DATE:** May 30, 2018, at 4:00 pm

\* Starting salary is set considering human resources policies, qualifications, experience, and applicant's current salary or federal pay grade. Lateral transfers will be considered for this position.

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### POSITION OVERVIEW

The United States Pretrial Services Agency for the Northern District of California is accepting applications for a Deputy Chief Pretrial Services Officer, Type II. This is a professional, managerial position which assists the Chief U.S. Pretrial Services Officer in all areas of the administration and management of the U.S. Pretrial Services Agency personnel. This full time position reports directly to the Chief U.S. Pretrial Services Officer. The Deputy Chief is the "alter ego" of the Chief; therefore, a strong collaborative relationship is required.

The U.S. Pretrial Services Agency, the bail investigation agency for the U.S. District Court, assists the court with reducing unnecessary pretrial detention by providing timely, objective, and verified background information on defendants charged in federal court. The information provided to the court is used in setting reasonable, least restrictive bail conditions. A recommendation is made for detention or release with or without special conditions intended to reasonably assure community safety and appearance at future court proceedings. Defendants are supervised from the time of their release until sentencing or self-surrender to serve a prison term. The Pretrial Services Agency is also responsible for the investigation and supervision of pretrial diversion cases. Working with judges, attorneys, state and local law enforcement agencies, and treatment providers, the Pretrial Services Agency delivers services that benefit the defendant, the court, and the community.

The Northern District of California covers 15 counties, primarily along the northern coast of California, from the Oregon border to southern Monterey County. Its headquarters is located in San Francisco, with division offices in San Jose and Oakland, and a satellite office in Eureka/McKinleyville. The district serves 31 judicial officers. Travel inside and outside of the District is required.

## REPRESENTATIVE DUTIES & RESPONSIBILITIES

The Deputy Chief Pretrial Services Officer, Type II, performs duties and responsibilities such as the following:

- Participates in the organization and management of the office to ensure expeditious and effective handling of investigative work for the courts and effective supervision of federal defendants.
- Assists the Chief Pretrial Services Officer in the formulation, implementation, and modification of pretrial services policies in the district.
- Assists in the selection of professional and administrative personnel for appointment.
- Participates in systematic analysis of performance for all subordinates.
- Supervises office staff including all clerical, professional, supervisory, and administrative personnel; pays particular attention to travel, leave, and scheduling of work hours.
- Supervises administrative work to include inventorying and ordering equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing records.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with other United States Pretrial Services and Probation Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Assists in promoting and maintaining conditions that encourage staff loyalty, enthusiasm, and morale.
- Identifies training needs within the district.
- Participates in public relations that explain pretrial services and other correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy, procedures, and bail activities.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Assists in developing, administering, executing, and monitoring the budget. Assists in certifying financial transactions of the office.
- Performs the Unit Executive duties in the absence of the Executive.
- Occasionally, deputy chief pretrial services officers may perform the duties of a pretrial services officer or supervising pretrial services officer.
- Serves on national committees to develop resources for the District.
- Performs related duties as required by the chief pretrial services officer and the court.

## QUALIFICATIONS

To qualify for a position of Deputy Chief Pretrial Services Officer, Type II, at JSP-14 or 15, applicant must possess 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 business or public administration and have the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

JSP Grade Level	CPS Equivalent	Years of Specialized Experience
14	CL 30	6
15	CL 31	7

## SPECIALIZED EXPERIENCE

- Progressively responsible experience in the investigation, supervision, counseling, and guidance of defendants or offenders in community correction or pretrial programs is required.
- Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience.

- Experience as police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.
- Specialized experience must be earned after the bachelor's degree has been granted.

### **EDUCATION SUBSTITUTIONS**

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

Note: A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

### **COURT PREFERRED SKILLS AND EXPERIENCE**

- A Master's Degree in a related field
- Broad knowledge of the criminal justice system and United States Probation and Pretrial Services systems
- Supervisory or managerial experience
- Excellent leadership and management skills and the ability to motivate and mentor others
- Ability to exercise mature judgement
- Demonstrated ability to work with all levels of staff in a professional manner
- Knowledge of Evidence-Based Practices (EBP) principles
- Ability to meet with the public and work harmoniously with others
- Possess excellent problem-solving skills and interpersonal skills
- Excellent oral and written communication skills
- Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner
- Must have time management skills, be detailed-oriented, and have the ability to handle multiple tasks simultaneously

### **BENEFITS**

Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

### **CONDITIONS OF EMPLOYMENT**

U. S. Citizenship or eligibility to work permanently in the U. S. is required. The medical requirements and essential job functions derived from the medical guidelines for pretrial services officer and officer assistants are available for public view at <http://www.uscourts.gov>. The incumbent may be subject to a full background investigation and may need to submit to pre-employment drug testing as a condition of employment. In addition, the incumbent will be subject to updated background investigations every five years and to on-going random drug screening. All employees of the United States Pretrial Services Agency are required to adhere to the Judicial Code of Conduct.

As a federal law enforcement position, there is a maximum age requirement. First-time appointees must have not reached their 37th birthday at the time of appointment. Applicants 37 years or older who have previous federal civilian law enforcement officer experience may have the previous law enforcement service subtracted from their age to determine if they meet the maximum age requirement.

## PROCEDURES FOR APPLYING

Submit an application packet that includes:

- 1) a letter of interest of no more than two pages, which includes a detailed narrative statement that **(a)** addresses your leadership philosophy; **(b)** answers the question, "Why do you want to lead?" and **(c)** highlights the knowledge, skills, and experience you possess that are necessary in performing the duties of a deputy chief;
- 2) a detailed résumé including education, previous employment, and salary history;
- 3) an AO 78 Application for Employment (located at: <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)
- 4) a list with contact information of three professional references; and
- 5) copies of your last two performance evaluations.

It is preferred that application materials are submitted via e-mail but may also be submitted by U.S. Mail.

### By Email:

[psajobs@canpt.uscourts.gov](mailto:psajobs@canpt.uscourts.gov).

If sending by email, all documents must be attached as **one** PDF document. The subject line should state "Application 2018 PTS-DCP-01".

### By U.S. Mail:

U.S. Pretrial Services, N/D of CA  
Attention: Denise Wright / Administrative Manager  
Application 2018 PTS-DCP-01  
P.O. Box 36108  
San Francisco, CA 94102

Applications must be received by 4:00 p.m. on the closing date. Incomplete and late application materials will not be considered. All application information is subject to verification. The U.S. Pretrial Services Agency reserves the right to check references and contact former employers and subordinates.

Applicants selected for an interview will be required to submit references to include at least one current or former supervisor; at least two colleagues you currently work with in the same position; and at least two subordinates.

Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided.

The Deputy Chief Pretrial Services Officer serves at the pleasure of the court and is an "at will" employee. All judiciary employees are required to adhere to a Judicial Code of Conduct.

Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the U.S. District Court for the Northern District of California. The U.S. Pretrial Services Agency reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

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**The United States Courts is an Equal Employment Opportunity Employer**