



UNITED STATES PRETRIAL SERVICES AGENCY NORTHERN DISTRICT OF CALIFORNIA

POSITION: Pretrial Services Officer
VACANCY NUMBER: PSO 2019-14
LOCATION: SAN FRANCISCO, OAKLAND OR SAN JOSE, CALIFORNIA
SALARY RANGE: \$ 50,886 – 81,472 per year (CL 25/01 – CL 25/61)
\$ 59,097 – 96,117 per year (CL 27/01 – CL 27/61)
Starting salary dependent upon experience and qualifications
DATE POSTED: March 13, 2019
CLOSING DATE: Opened until filled
Priority given to candidates who apply by April 5, 2019

POSITION OVERVIEW

The United States Pretrial Services Agency for the Northern District of California is accepting applications for a Pretrial Services Officer. This position may be located in the San Francisco, Oakland or San Jose office. **More than one position may be filled from this vacancy announcement.** In addition, this position has promotion potential to CL 27 or CL 28 U.S. Pretrial Services Officer without further competition.

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

Under the guidance and direction of a Supervisory Pretrial Services Officer, the incumbent will:

- Gather and verify 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 defendant, arresting authorities, U.S. Attorney's office, family and community members. Also, law enforcement

automated criminal records systems are used to obtain and verify information. Drug testing and substance abuse assessments are performed.

- Evaluate information and prepare a report to the judge prior to the detention hearing with an assessment of flight risk and danger to the community. A recommendation regarding bail and/or release or detention of the defendant is included in the report. In formulating a recommendation, consider prior convictions, ability of defendant to post bond, community ties, possibility of substance abuse, and the risk of flight as well as the degree of danger to the community. Reports are completed within very strict time limitations.
- Supervise those defendants who are released on bond when required. Enforce court-ordered supervision components by applying national and local supervision standards and guidance. Develop a supervision plan for defendants using a blend of assisting and monitoring strategies. Maintain appropriate case records. Maintain personal contact with defendants through regular home visits, employment visits, telephone contacts, and other contacts in the community. Implement supervision interventions to modify defendant behavior in an effort to reduce the potential for bond violations. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling. Investigate employment, sources of income, lifestyle, and associates to assess risk and overall compliance. Assist those needing medical help, food, shelter, and other assistance by referring them to the appropriate community or governmental agencies. Coordinate and monitor defendant's contact with community resources.
- Schedule and conduct drug use detection tests and collection for defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) statutory applications. Serve as a resource to the court. Maintain detailed and up-to-date written records of case activity. Officer may conduct surveillance and/or search and seizure at the direction of the court.
- Notify the court and the U.S. Attorney of any apparent bond violations. Prepare petitions and/or reports to the court recommending revocation or modification of conditions of release. Attend court hearings (initial, detention, violation, change of plea, sentencing) to provide additional information and to keep abreast of case status and requirements. Testify when necessary to support violation reports.
- Communicate with other organizations (Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning defendants' behavior and conditions of supervision. Identify and investigate violation matters, and make recommendations for disposition. Conduct preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers. Have knowledge of, and maintain compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements.
- Assist with the implementation of the district's Conviction Alternatives Program and facilitation of the *Courage to Change* program, as well as other specialized programs.

QUALIFICATIONS

Educational Requirement: Completion of a bachelor's degree from an accredited college or university with a field of academic study in such areas as criminal justice, criminology, psychology, sociology, human relations, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position. A degree that relies primarily upon credit for life experience, rather than academic course work, will not qualify or substitute for the required education or experience.

Specialized Experience: Candidates must possess 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/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Educational Substitutions:

To qualify for the CL 25 level, the candidate must possess one year of specialized experience equivalent to work at the CL 23; a candidate must have completed the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
- Standing in the upper third of the class.
- 3.5 average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
- Election to membership in Phi Beta Kappa, Sigma Xi, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies

OR

Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

To qualify for the CL 27 level, the candidate must possess two years of specialized experience, including at least one year equivalent to work at the CL 25 level or completion of a master's degree in a field of study closely related to the position or a Juris Doctor (JD) degree.

Additional Desired Qualifications

- Excellent oral and written communication skills
- Broad knowledge of the criminal justice system including experience with legal terminology and processes
- Strong time management skills, be detailed-oriented, and have the ability to handle multiple tasks simultaneously
- Excellent problem-solving and interpersonal skills
- Demonstrated computer skills (Windows-based software applications such as word processing, spreadsheets, electronic mail and web searches)
- Demonstrated ability to work with all levels of staff in a professional manner
- Fluency in a foreign language such as Spanish, Cantonese/Mandarin, or Vietnamese (preferred)

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.

The successful candidate will be required to attend a six-week training academy at the Federal Law Enforcement Training Center located in Charleston, South Carolina.

BENEFITS

Judiciary employees serve under excepted appointments (not competitive civil service).

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

HOW TO APPLY

Submit an application packet that includes:

- 1) A letter of interest detailing their knowledge, skills and experience that is relevant to the field of pretrial services, investigations, counseling and case management
- 2) Resume (include current salary; grade/step if federal employee)
- 3) Official academic transcripts
- 4) A completed Federal Judicial Branch Application for Employment (Form AO 78) available at:
<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

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

By Email:

psajobs@canpt.uscourts.gov

If sending by email, all documents must be attached as **one** PDF document. The subject line should state "Application PSO 2019-14".

By U.S. Mail:

U.S. Pretrial Services Agency, ND CA
Attention: Denise Wright, Administrative Manager
Job PSO 2019-14
P.O. Box 36108
San Francisco, CA 94102

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

Only applicants who are interviewed in person will receive a written response regarding their application status.

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.

The United States Courts is an Equal Employment Opportunity Employer