



UNITED STATES PRETRIAL SERVICES AGENCY NORTHERN DISTRICT OF CALIFORNIA

POSITION: U.S. Pretrial Services Officer Assistant
TYPE: Permanent Full-Time
VACANCY NUMBER: 2024-8
LOCATION: SAN FRANCISCO, CALIFORNIA
SALARY RANGE: \$58,544 – 99,535 per year (LEO 24/01 – 25/61)
Starting salary dependent upon experience and qualifications
DATE POSTED: June 27, 2024
CLOSING DATE: **Open until filled; Preference given to applications received by July 25, 2024.**

OUR MISSION

It is the mission of the United States Pretrial Services Agency to safely reduce unnecessary pretrial detention. We do so by providing high quality investigation and supervision services that enhance community safety while respecting the presumption of innocence. We remain focused on providing services and support that promote positive, transformative change in the lives of those we serve.

POSITION OVERVIEW

The United States Pretrial Services Agency for the Northern District of California is accepting applications for a Pretrial Services Officer Assistant. This position will be located in the San Francisco office. However, staff can be reassigned to other duty stations depending on the needs of the agency. **More than one position may be filled from this vacancy announcement.**

The Pretrial Officer Assistant serves in the U.S. Pretrial Services Agency in a judiciary law enforcement position. The incumbent provides technical and operational support and assistance to pretrial services officers in a variety of areas, including assisting with compiling information for investigations; assisting with and monitoring select defendants; drafting reports and correspondence; and assisting with similar operational duties.

The U.S. Pretrial Services Agency, the bail investigation and supervision agency for the U.S. District Court, assists judicial officers 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. The Pretrial Services Agency is also responsible for investigating and supervising pretrial diversion and alternative to incarceration (ATI) cases.

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 periodically required.*

REPRESENTATIVE DUTIES

Under the direct guidance and direction of a senior Pretrial Services Officer or other designated personnel, the incumbent will perform the following duties:

- Supervise select lower-risk caseloads of defendants, which may include placing telephone calls, making home/office contacts and community/field contacts with an experienced officer, and maintaining files and case records.
- Under direct guidance, participate in select investigations as needed for bail reports. Draft and submit select reports and maintain related investigative files and case records. Observe and report to officers/supervisors on the lifestyle, personal problems, and needs of offenders/defendants.
- Assist officers by compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and performing other similar activities. Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Provide verifiable and supportable documentation to assist in completion of reports and assist in identifying community resources to meet the special needs of offenders/defendants.
- Schedule and conduct urinalysis tests of defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Inform officers regarding test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system. Testify, as necessary, before the court or Parole Commission. Where applicable, may assist officers and non-English speaking offenders/defendants, family members, and witnesses in translating speech, documents, and correspondence.
- Participate in judicial proceedings as necessary.
- Perform other duties as assigned.

QUALIFICATIONS

- General knowledge of the criminal justice system, pretrial services procedures, and the supervision process.
- One to two years of general or specialized experience indicating the ability to acquire the knowledge and skills required to perform the duties of the position or demonstrated ability to apply a body of rules, regulations, directives, or laws.
- Ability to work independently and cooperatively with others in a fast-paced, challenging environment.
- Demonstrated computer skills and proficiency with office software applications (Windows-based applications such as word processing, spreadsheets, electronic mail and web searches).
- Strong oral and written communication skills.
- Strong problem resolution skills with ability to meet recurring deadlines.
- Ability to follow safety procedures.

Educational Requirement: Completion of a high school graduation or equivalent.

General Experience: Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible clerical or administrative work experience that shows the ability to apply a body of rules, regulations, directives, or laws. Proficiency at proofreading, paying attention to detail, and producing accurate and quality work with the ability to involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is

commonly encountered in law firms, legal counsel offices, educational institutions, federal and state courts, social service organizations, or human resources/payroll operations.

Educational Substitutions:

Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals one-year of general experience. Education may not be substituted for specialized experience because the court support positions require hands-on experience to be credited as specialized experience.

Physical Requirement: The duties of a pretrial services officer assistant require the investigation and management of criminal defendants who may present a physical danger to pretrial services officers and to the public. In the investigation, supervision, and treatment of defendants, these duties require moderate to arduous physical activity, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. Daily, pretrial services officer assistants face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with committing federal offenses. As such, applicants to the position must be physically capable and able to handle moderate to arduous physical exertion.

Pretrial services officer assistants must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that may constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

As federal law enforcement officers, the selectee considered for this position will undergo a medical examination and drug screening, prior to appointment. 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 to employment, the incumbent will be subject to on-going random drug testing as deemed necessary by management for reasonable cause and may be subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for pretrial services officers (and pretrial services officer assistants) are available for public review at <http://www.uscourts.gov>.

COURT PREFERRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree from an accredited college or university in a related field of academic study, such as Criminal Justice, Criminology, Sociology, Social Work, Psychology, Counseling, Law, etc.
- Work experience within the federal court system.
- Knowledge of the criminal justice system including experience with legal terminology and processes.
- Exceptional time management and organizational skills.
- Ability to handle multiple tasks simultaneously and learn new job tasks quickly and efficiently.
- Detail oriented and able to meet recurring deadlines.
- Ability to effectively communicate with co-workers, members of the public, and a wide variety of individuals within and outside the judiciary court unit. Ability to work with confidential and sensitive information.
- Fluency in a foreign language.

CONDITIONS OF EMPLOYMENT

U. S. Citizenship or eligibility to work permanently in the U.S. is required. All employees of the United States Pretrial Services Agency are required to adhere to the Judicial Code of Conduct.

First-time appointees will be covered under law enforcement officer retirement provisions and 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.

Employment is subject to a criminal background investigation and verification of information supplied. Newly hired pretrial services officers must undergo and successfully complete a ten-year background investigation with reoccurring investigations every five years.

New officer assistants will be required to attend in-district safety training as directed.

BENEFITS

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

Federal benefits include:

- Paid vacation, sick leave, and holidays.
- Law Enforcement Pension (FRS)
- Flexible work schedules and telework options

Optional benefits include:

- Health, dental and vision insurance
- Disability and life insurance
- Long-term care coverage
- Flexible spending accounts
- A tax-deferred savings plan with employer matching contributions (up to 5% dollar to dollar match).

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) Resume
- 2) A letter of interest (maximum 1000 words) detailing why you are interested in applying for the position, and addresses the following:
 - a. Describe the most challenging goal you set (work related or otherwise) and how you achieved it.
 - b. How do you feel your values would align with our mission and values?
 - c. Why do you want to work in this field?
- 3) Official academic transcripts (external candidates only)
- 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>

By Email:

psajobs@canpt.uscourts.gov

All documents must be attached as **one** PDF document. The subject line should state "PSOA Application 2024-8."

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