

CAREER OPPORTUNITY



UNITED STATES PRETRIAL SERVICES AGENCY NORTHERN DISTRICT OF CALIFORNIA

POSITION: U.S. Pretrial Services Officer
VACANCY NUMBER: 2024-7
LOCATION: TO BE DETERMINED
SALARY RANGE: \$ 62,193 – 99,535 per year (LEO CL 25/01 – CL 25/61)
\$ 72,232 – 117,426 per year (CL 27/01 – CL 27/61)
Starting salary dependent upon experience and qualifications
Promotable to CL 28 without further competition

DATE POSTED: June 27, 2024
CLOSING DATE: Opened until filled
Priority given to candidates who apply 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. This position may be located in the San Francisco, Oakland, or San Jose office, depending on the needs of the agency. **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 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 cases.

Working with judges, attorneys, state and local law enforcement agencies, and treatment providers, the Pretrial Services Agency employs evidence based practices in community supervision to provide services that benefit the defendant, the court, and the community by supervising defendants from the time of their release until case disposition. Supervision activities are focused on providing defendants with the services they need to appear in Court, not engage in criminal activity, and comply with all orders of the Court. As federal law enforcement officers,

Pretrial Services Officers report violations to the Court and engage in activities aimed at encouraging compliance and holding the defendant accountable including home visits and community contacts during non-traditional work hours.

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. *Travel inside and outside of the District is periodically required. All officers attend the Federal Probation and Pretrial Academy located at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina for five weeks.*

REPRESENTATIVE DUTIES & RESPONSIBILITIES

The incumbent will:

- Gather and verify background information concerning persons charged with a federal criminal offense promptly after they are arrested or summoned to court. Information is gathered through interviews with defendants, arresting authorities, the U.S. Attorney's Office, family and community members, internet resources, automated criminal records, local and state court agencies, treatment and medical providers, and other collateral sources and investigative techniques.
- Evaluate information and prepare a well written report to the judge prior to the detention hearing with an assessment of flight risk and danger to the community. A recommendation for release or detention of the defendant is included in the report. In formulating a recommendation, the officer will consider prior convictions, supervision adjustment while under current/previous community supervision, availability of viable bail resources, community and familial ties to this District and/or to foreign countries, substance use or mental health concerns, and other aggravating and mitigating factors linked to risk of flight and danger to the community. Reports are completed within very strict time limitations.
- Supervise high risk/high needs individuals who are released on bond as ordered by the court. The officers will enforce and monitor court-ordered conditions by applying national and local supervision standards. In collaboration with their supervisor, the officer develops supervision plans for defendants using a blend of assisting and monitoring strategies that are centered on evidence-based practices. The officer will maintain appropriate and "real time" case records. The officer will have personal contact with defendants at appropriate frequencies based on identified risks. These interactions are made through community (home and/or employment) contacts, telephone/video conferences, and other community meetings (e.g. drug treatment site). Some community contacts will be done during non-traditional business hours, including weekends and holidays. The officer will implement supervision interventions to positively modify defendant behavior in an effort to reduce the potential for bond violations and increase the potential for long term success. The officer must be able to address substance abuse, mental health, domestic violence, and similar problems promptly. This is done by assessing and implementing the most appropriate treatment and/or violation proceedings. Integral tasks for successfully supervising defendants include case management and referrals. When appropriate and necessary, the officer will assist defendants with locating non-contracted services/community resources, which includes food, shelter, drug and mental health treatment, education, and employment.
- Be able to work during non-traditional business hours in order to complete bail investigations or manage compliance issues. There will be occasions when the officer will need to notify the court and the U.S. Attorney of any apparent bond violations during the weekends/holidays. The officer will have to prepare petitions for warrants and/or reports to the court recommending revocation or modification of conditions of release. The officer will also be part of a weekend duty rotation. The officer will attend court hearings (initial, detention, violation, change of plea, sentencing) to provide additional information and to keep abreast of case status and requirements. Testifying may be necessary to support violation reports.

REQUIREMENTS

- Excellent oral and written communication skills
- 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
- Ability to follow safety procedures, including a minimum of 40 hours a year of safety training and optional firearms qualification and training.
- Ability to compile and summarize information within established timeframes
- Ability to organize, prioritize work schedule; work independently with little supervision and to exercise discretion, sound ethics and judgment

Physical Requirement: The duties of a pretrial services officer 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. On a daily basis, pretrial services officers 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 officers 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>.

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 psychology, sociology, human relations, criminal justice, criminology, 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 on 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, social work/case management, or substance abuse/addiction treatment. Experience as a police officer, custodial officer, or security officer 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

- 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
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (such as the National Crime Information Center)
- Skill in conducting legal research; analyzing and summarizing legal concepts; legal reasoning and critical thinking
- Skill in dealing with difficult individuals; ability to counsel defendants to maintain compliance with conditions of their release
- Experience with or willingness to learn risk assessment and evidence based practices
- Willingness to put themselves in danger to protect the public and help reduce mass incarceration
- Fluency in Spanish, Cantonese or Mandarin.

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.

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 officers will be required to attend a five-week training academy in Charleston, South Carolina.

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. What does the following statement mean to you, "Liberty is the norm, and detention prior to trial or without trial is the carefully limited exception"?
 - c. Why do you want to work in this field?
- 3) Official academic transcripts (external applicants 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>

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Application materials must be submitted via e-mail at the following address:

psajobs@canpt.uscourts.gov

When sending by email, all documents must be attached as **one** PDF document. The subject line should state "Application PSO 2024-7".

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