

# PROMOTIONAL OPPORTUNITY



## UNITED STATES PRETRIAL SERVICES AGENCY NORTHERN DISTRICT OF CALIFORNIA

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**POSITION:** Supervisory Pretrial Services Officer  
**TYPE:** Permanent Full-Time  
**VACANCY NUMBER:** 2024-9  
**LOCATION:** OAKLAND, CALIFORNIA  
**SALARY RANGE:** \$121,673 – 191,900 per year (CL 30/01 – CL 30/61)  
**DATE POSTED:** December 4, 2024  
**CLOSING DATE:** Open Until Filled (Preference given to applications received by 12/31/2024)

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### 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 U.S. Pretrial Services Agency for the Northern District of California is accepting applications for one Supervisory Pretrial Services Officer position located in the Oakland divisional office. Although the location of this position is the Oakland office, the Chief Pretrial Services Officer has discretion to change location assignment based on the agency's needs.

The U.S. Pretrial Services Agency, the bail investigation 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. Situated at the front door of the federal criminal justice system, staff, officers, and supervisors have the opportunity to play a vital role in diverting people away from incarceration via our Alternative to Incarceration programs. As one of only 15 separate federal pretrial services agencies across the country, the Northern District of California prides itself on high release rates, low failure rates, and working to create a more just system focused on rehabilitation and evidence-based practices. The supervisor position is a pivotal member of the management team, intricately involved in policy and decision making, mentorship and leadership. We are seeking individuals who are passionate about Pretrial Services, intellectually curious, and courageous leaders.

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.

## REPRESENTATIVE DUTIES

Under the guidance and direction of the Chief Pretrial Services Officer and the Deputy Chief Pretrial Services Officer, the incumbent performs the following:

- Oversees the divisional office's daily operations; assists senior management in planning, developing, organizing and evaluating the effectiveness of the staff.
- Assigns investigation and supervision cases to officers and officer assistants: reviews work product prior to submission to the court; and assists in resolving difficult cases. Coordinates the workload of the Data Systems Analyst.
- Audits and reviews defendant files to verify compliance with national, local and agency policies and procedures.
- Establish performance objectives and standards and prepares performance appraisals for staff; provides ongoing staff development.
- Analyzes training needs of the office, including those for specialized programs as directed by the Chief and Deputy Chief Pretrial Services Officer.
- Conducts monthly/quarterly statistical analysis and reporting to identify problems and/or trends.
- Maintains working relationships with staff to include hearing and resolving their concerns and interfacing with senior management when personnel issues arise.
- Serves as a liaison between their unit and the Chief and Deputy Chief to ensure the district's mission is communicated and reflected in staff's service to the court.

### Special Tasks and Other Duties:

- As a supervisor, the incumbent will be expected to communicate effectively, lead with maturity and passion, and assist in the professional development of staff. The selected candidate will be expected to demonstrate an understanding of the Charter for Excellence and the Mission of our office and exemplify such in their day-to-day behavior.
- Assist senior leadership as needed with the general administration of the Agency, which includes, but not limited to, assisting with budgeting, human resources, space and facilities, internal controls, strategic planning, and managing special 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:** Possess three years of specialized experience, including at least one year as a CL-29 pretrial services officer in the U.S. courts or equivalent. For placement at salary levels above minimum up to and including step 25, more than one-year specialized experience equivalent to work at CL-29 level is required.

Candidates must possess progressively responsible leadership 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 officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.

**Educational Substitutions:** In lieu of the one year of specialized experience, a candidate must have completed the requirements for a bachelor's degree from an accredited college or university AND one of the following 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 30 level, the candidate must possess two years of specialized experience, including at least one year equivalent to work at the CL 29 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 Qualifications Desired:** Progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts of management applicable to the U.S. Pretrial Services Agency.

### **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 37<sup>th</sup> 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 six-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. 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 resume outlining your experience and contributions to the field of criminal justice;

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 difficult decision or problem you faced in your professional career and explain how you overcame the challenge or arrived at your decision.
  - b. Describe your leadership style and provide examples of how that approach to leadership has helped you achieve a desired personal or organizational goal.
  - c. Describe a recent example where you learned new information and used it to change the way you had been doing something previously.
  - d. Describe how you would assist the office in promoting a culture of release.

**By Email:**

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

All documents must be attached as **one** PDF document. The subject line should state "Application 2024-9".

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**