

**CAREER OPPORTUNITY
UNITED STATES PRETRIAL SERVICES
SOUTHERN DISTRICT OF CALIFORNIA**

Announcement Number: 14-03
**Position Title: U. S. PRETRIAL SERVICES
OFFICER ASSISTANT**
**Promotional Potential to
U.S. Pretrial Services Officer**

Date Opened: 05/29/2014
Closing Date: Open until filled

**To apply, submit resume and cover
letter and a 1-2 page writing sample**

Positions: Multiple (Full-Time Temporary)
Spanish Speaker Preferred

Email to: PT_HR@caspt.uscourts.gov

EQUAL OPPORTUNITY EMPLOYER

Representative duties include but are not limited to: To develop and maintain an understanding of, and commitment to, the pretrial services= office purposes, policies, function and procedures, assist officers in performing investigations of all types for own and other district, assist officers in the performance of pretrial, pretrial diversion, and bond supervision duties, conduct local record checks for the district and other districts, provide service to the court as assigned, maintain files and case records as required, collect and conduct urine screens on offenders of the same gender and maintain appropriate records, supply urine specimen kits to field pretrial services offices within the district as well as to drug contract providers where required, supervise a select caseload of persons on bail/bond release under the guidance and direction of an officer, complete investigative reports and other correspondence as required, conduct NCIC queries for bail or presentence investigations, participate in and contribute to ongoing training programs.

MINIMUM QUALIFICATIONS: High School Diploma, placement will be based on education/experience..

GENERAL EXPERIENCE: Clerical or administrative experience which provided evidence of the candidate's knowledge and skill in meeting and dealing effectively with people in a variety of situations; use of data gathering techniques; use of investigative techniques; all which required the use of good oral communication and/or writing skills. Such experience should have been gained through performance of work such as a college internship; work with the criminal justice system and/or public agencies involving work related to law enforcement (i.e., performing law enforcement background checks on individuals for a state or municipal office, work as a security guard or other types of police security enforcement); medical testing (i.e., work as a nurse, an LPN, or volunteer in laboratory setting); paralegal experience (i.e., serving as a clerk in a law office); or through work such as teaching, counseling, or coaching of individuals.

SPECIALIZED EXPERIENCE: Progressively responsible clerical, administrative, or technical work experience related to supervision and counseling of persons on parole, probation, or bail/bond release; preparation of reports or investigations of individuals; assisting senior probation and/or pretrial services officers in performance of pretrial, pretrial diversion, bond supervision, probation and/or parolee supervision duties; or development and maintenance of investigative files. This includes performance of work which provided a knowledge of probation/pretrial services purposes, functions, policies, and regulations. Such experience should have provided a comprehensive knowledge of the practices and procedures used in these processes, as well as knowledge of the administrative requirements needed to support these activities.

Excess specialized experience may be substituted for general experience.

EDUCATIONAL SUBSTITUTIONS: Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration, political science, criminal justice, or related fields.

Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, statistics, or related field is considered qualifying for classification level 22.

COURT PREFERRED SKILLS: Spanish speaker and prior similar experience preferred.

EDUCATIONAL SUBSTITUTIONS: May also apply.

MEDICAL REQUIREMENTS: Because officers and officer assistants, must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers and 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 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.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. 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. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at .

BACKGROUND INVESTIGATION AND DRUG SCREENING: Conditions of employment for a United States Pretrial Services Senior Officer include an acceptable credit report, reference checks, successful completion of a full-field OPM background investigation and pre-employment drug screen. Once hired, officers are subject to random drug screens and updated background investigations every five years and subject to subsequent fitness-for-duty evaluations.

MAXIMUM ENTRY AGE: First-time appointees to positions covered under law enforcement officer retirement provisions 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 Federal Employee's 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement.

CITIZENSHIP: By statute, employees must be citizens of the U.S. or of countries with which the U.S. has a mutual defense treaty.

CODE OF CONDUCT: U.S. Pretrial Services employees are required to adhere to the code of conduct for judicial employees

DISCLOSURES:

United States Pretrial Services 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. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief of Pretrial Services may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of U.S. Pretrial Services serve under AExcepted Appointments@ and are considered Aat will@ employees. Federal Civil Service classifications or regulations do not apply; however, U.S. Pretrial Services employees are entitled to substantially the same benefits as other Federal Government employees. U.S. Pretrial Services is an Equal Opportunity Employer.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. Final appointment will be subject to successful completion of the background investigation.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

If selected for first time appointment to a position, you may be required to complete an initial performance evaluation period (IPEP) of employment. Failure to successfully complete the IPEP may result in termination of employment.

PAY RATES:

U. S. Pretrial Services Officer Assistant:
Court Personnel System

Classification level 23

Starting Salary: CL 23 Steps 1-24 39,779 - 47,949

To fill out the Application-form, please click on the link below, once on the website click How to Apply section, then click the Application-form AO 078

www.uscourts.gov/careers/