



**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 within the criminal justice system and/or public agencies involving work related to law enforcement.

**SPECIALIZED EXPERIENCE:** Specialized work experience must have included progressively responsible administrative, technical, professional, supervisory or managerial experience which provided an opportunity to gain: a) skill in dealing with others in person-to-person work relationships; b) the ability to exercise mature judgment; and c) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U.S. Pretrial Services Office.

Excess specialized experience may be substituted for general experience.

**REQUIREMENTS:** A successful candidate will also possess the following: Broad knowledge of the criminal justice system. Comprehensive understanding of the federal pretrial legal requirements, policies and procedures. Thorough knowledge of investigative and supervision techniques. Ability to communicate effectively both orally and in writing with a variety of individuals. Skill in proofreading documents for content, spelling, grammar, punctuation, style and proper legal format. Ability to organize and work under deadlines. Ability to exercise sound judgement. Skill in counseling and training individuals. Ability to maintain confidentiality and interact tactfully with a wide variety of persons.

Prior to appointment, if not currently employed as a U.S. Pretrial Services Officer, the selectee will undergo a medical examination and drug screening. Upon successful completion, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. The medical requirements and essential job functions derived from the medical guidelines for U.S. Pretrial Services Officers are available for public review at <http://www.uscourts.gov>

Selectee will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to fitness for duty evaluations. If not currently a U.S. Pretrial Services Officer, the selectee may undergo a full field background investigation by the Office of Personnel Management.

***RESPONSIBILITIES OF FIRST LINE SUPERVISORS:***

Plan work to be accomplished by subordinates, including priorities and time schedules.

Assign work to subordinates, considering the difficulty of the work and the employee's capability.

Give advice or assist with work in progress. Approve, revise or reject completed work.

Select candidates for vacant positions, identify training needs and conduct training, establish performance standards, and promote or otherwise reward subordinate employees.

Hear and resolve complaints, assist with personnel problems when possible, and effect disciplinary actions when required.

Develop or accept recommendations from subordinates to increase productivity or quality.

Keep subordinates informed of the policies and procedures of the organization as a whole.

***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 “Excepted Appointments” and are considered “at 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 applicant’s 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:**

**Supervisory U. S. Pretrial Services Officer:**

Court Personnel System

Starting Salary: CL 29 (Minimum 1 year of specialized experience at a CL 28)

Steps 1 -24 \$72,975 - \$90,470

Steps 25 - 61 \$91,231 - \$118,613

***APPLY BY SUBMITTING:***

A cover letter explaining your qualifications, your interest in pursuing this position, and how your experience relates to the duties, responsibilities, skills and abilities of this position.

Resume, which includes dates of employment, salary history, functions managed and the number and composition of personnel (if applicable), and the number of years at the relevant classification levels.

The Assessment for Leadership Potential forms (from each of your Supervisors over the last three years) and your three recent performance evaluations.

Any other relevant information you wish to have considered.

**Submit all materials to the following email address: [PT\\_HR@caspt.uscourts.gov](mailto:PT_HR@caspt.uscourts.gov)**

Preference will be given to applicants who submit application materials before 4:00pm, Monday, September 21, 2020

**Amended preference date due to reposting:  
Preference will be given to applicants who submit application materials before 4:00pm, Monday, September 28, 2020**