



Position Announcement: **U.S. Pretrial Services Officer**

Announcement No. 23-01 Date Opened: March 2, 2023
No. of Positions: 1 FT Permanent Closing Date: Open Until Filled

To apply: (See instructions at the end of the announcement)
Contact: Zena Ajou, Assistant Deputy Chief
Location: San Diego, California

EQUAL OPPORTUNITY EMPLOYER

Representative duties include but are not limited to assist in the administration of justice and promote community safety, gather information, supervise defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officer specialists manage a caseload that includes a significant proportion of defendants of a specialized type and serve as local experts on cases of this type. These specialties may include drug and alcohol treatment specialist, mental health specialist, special offender specialist, intensive supervision specialist, location monitoring specialist, workforce development specialist, and other similar specialties. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff.

MINIMUM QUALIFICATIONS: To qualify for the position of U.S. Pretrial Services Officer, an applicant must have completed bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business, or public administration, which provides evidence of capacity to understand and apply the legal requirements and human relations skills involved in the position.

LEVEL/ REQUIRED EDUCATION

CL-25 One year of specialized experience or completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievements 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 a business or public.
- Administration, Human Resource 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 relation to the position.

For a placement at salary levels above minimum up to and including step 25, more than one-year specialized experience.

CL-27 Two years specialized experience

Completion of a Masters Degree in a field of study closely relation to the position, or a Juris Doctor(JD) degree.

CL-28 Two years specialized experience

For placement at a salary level above minimum up to and including step 25, more than one-year specialized 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 within the criminal justice system and/or public agencies involving work related to law enforcement.

SPECIALIZED EXPERIENCE:

Excess specialized experience may be substituted for general experience.

SPECIALIZED EXPERIENCE: specialized work experience must have included progressively responsible 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, security officer, other than any criminal investigative experience, is not creditable.

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

EDUCATIONAL SUBSTITUTIONS: May also apply.

MEDICAL REQUIREMENTS: Because officer/ officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officer/ 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 constitute employment hazards to the applicant or other, may disqualify an applicant. Examples of health problems that may be disqualifying are 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, if nor currently employed as a U.S. pretrial Services Officer Assistant, 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/ Officer Assistants are available for public review at <http://www.uscourts.gov>.

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

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

BACKGROUND INVESTIGATION AND DRUG SCREENING: Conditions of employment for a United States Pretrial Services Officer include acceptable 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. 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.

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.

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. If 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 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:

Court Personnel System

Starting Salary: CL 25 (Minimum 1 year of specialized experience as a U.S.P.S. Officer)

Steps 1 -24 (\$53,921-\$66,339)

Steps 25 – 61 (\$66,879- \$86,316)

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.

Any other relevant information you wish to have considered.

Submit all materials to the following email address: PT_HR@caspt.uscourts.gov