



United States District Court
Southern District of Ohio
<http://www.ohspt.uscourts.gov/>

VACANCY ANNOUNCEMENT

August 4, 2016

Vacancy Announcement Number – 16-17/PREOFF

U.S. Pretrial Services Officer

One Position

Duty Station – Dayton Courthouse – 200 West Second Street – one vacancy (Full-Time Permanent)

Salary: CL 27-28 (\$48,281- \$94,073)*

*Depending upon qualifications and experience. Promotion potential to CL 28

Closing Date for receipt of application packets: Thursday, August 25, 2016 at 11:59pm

This position is located in the Pretrial Services Office of the District Court, Southern District of Ohio. The employee conducts investigations, provides bail recommendations to the Court, conducts pretrial diversion investigations, interacts with contract agencies, prepares reports, supervises defendants, and performs duties that involve pretrial services cases. A Pretrial Services Officer is designated as a hazardous duty position and is covered under the hazardous duty retirement system. The Pretrial Services Officer is under the immediate supervision of the Supervising Pretrial Services Officer. Regular travel within the district is required, occasional travel outside the district may be required. May periodically be required to work outside normal business hours.

The successful candidate will be required to participate in a six (6) week Federal Law Enforcement Training Center (FLETC) program located in Charleston, South Carolina.

DUTIES AND RESPONSIBILITIES:

Under the guidance and direction of a Supervisory Officer:

- Conduct investigations and prepare reports for the court with recommendations. Interview defendants and their families and collect background data from various sources. During process, interpret and apply policies and procedures, statutes, Monographs, and relevant case law, as applicable.
- Conducts risk assessments on defendants being interviewed.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants; investigate employment, sources of income, lifestyle, and associates to assess risk and compliance.
- In accordance with local and national policies. Conditions of release may include referrals for substance abuse counseling, mental health treatment, drug and alcohol testing, location monitoring, etc.
- Schedule and conduct drug use detection tests and DNA collection of defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officers' requests for information and advice. Testify in court if warranted. Maintain detailed written records of case activity.
- Review and resolve disputed issues involving defendants and present unresolved issues to the court for resolution. Assess defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Provide defendants with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training.
- Notifies the Court and U.S. Attorney's Office of violations of pretrial release. Prepares violation petitions/reports and makes recommendations to the Court regarding all apparent violations of pretrial release conditions, as required by local and national policy.
- Maintains compliance with the Code of Conduct of Judiciary Employees and court confidentiality requirements/regulations.
- Performs all other related duties as required.

QUALIFICATIONS:

Required Education: Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as social work, criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is required for all pretrial services officer positions.

Required Experience: The successful applicant must have one year of specialized experience equivalent to work at CL-24 or one of the following educational accomplishments:

- Completion of requirements for an associate's degree from an accredited school in a related legal field such as social work, criminal justice, criminology, psychology, sociology, human relations, or business or public administration;
- Completion of the requirements for a bachelor's degree from an accredited school in a related legal field such as social work, criminal justice, criminology, psychology, sociology, human relations, or business or public administration.

Specialized Experience: The successful applicant will have 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, custodial, or security officer, other than any criminal investigative experience, is not creditable.

The successful applicant must have excellent communication, writing and interpersonal skills with the ability to work with others and have the ability to learn new technologies. The incumbent must be able to multitask, be highly self-motivated and proactive, and possess tact and good judgment. The ability to maintain confidentiality is essential.

The successful candidate has experience in most of the following software applications currently utilized by the Court: Microsoft Office (Word & Excel), Adobe Acrobat, and Internet Explorer/Mozilla Firefox.

Medical Requirements and Maximum Entry Age: The duties of a Pretrial Services Officer require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of offenders, these duties require moderate to arduous physical exercise, 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, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. 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 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.

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 age 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 officer experience subtracted from their age to determine whether they meet the maximum age requirement. The medical requirements and essential functions derived from the medical guidelines for Pretrial Services Officers are available for public review at www.uscourts.gov.

Benefits:

The United States District Court offers a generous benefits package to full-time permanent employees which include:

10 Paid Federal Holidays	Long-Term Care Insurance (optional)
13 Days Paid Vacation (per year for the first three years)	Public Transit Subsidy Program (optional)
20 Days Paid Vacation (after three years)	Credit Union Participation (optional)
26 Days Paid Vacation (after fifteen years)	Life Insurance (optional)
13 Days Paid Sick Leave	Medical, Dental, and Vision Coverage
Thrift Savings Plan with matching funds (401k & Roth 401k style) (optional)	
Participation in Federal Employees Retirement System (FERS-FRAE)	
Health, Dependent & Commuter Reimbursement Programs (optional)	

Conditions of Employment:

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

All selected candidates for appointment as a Pretrial Services Officer will be required to undergo a thorough background investigation, pre-employment drug testing, and a medical examination. Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of continued employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five (5) years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The U.S. Pretrial Services Office reserves the right to reassign an employee to any location within the Southern District of Ohio should the needs of the agency change. Travel within the state may be required.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Qualified persons interested in being considered for this position should electronically submit via email a cover letter (include vacancy announcement number, 16-17/PREOFF) specifying qualifications in relation to the position, an AO78 (Application for Judicial Branch Federal Employment Form available on the court website), and a resume all in PDF format to:

Ms. Melanie Furry
Chief U.S. Pretrial Services Officer
Email: pretrial_vacancy@ohsd.uscourts.gov

Please do not cut and paste your resume into your email.

If you fail to provide these documents, your application package may be considered incomplete and may not be considered any further.

Travel and relocation expenses will not be reimbursed.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The United States District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the work place.