



UNITED STATES DISTRICT COURT – DISTRICT OF ARIZONA
UNITED STATES PRETRIAL SERVICES OFFICE

Sandra Day O'Connor United States Courthouse
401 West Washington Street, Suite #260
Phoenix, Arizona 85003

UNITED STATES PRETRIAL SERVICES OFFICER

Career Opportunity: # 17-09

POSITION:	UNITED STATES PRETRIAL SERVICES OFFICER
POSITION TYPE:	Full-Time Regular
SALARY RANGE:	CL-27 – CL-28 (\$48,538 - \$94,573)
PROMOTION POTENTIAL:	CL-28 without further competition
OPEN DATE:	November 22, 2016
CLOSING DATE:	December 20, 2016
LOCATION:	Phoenix, Arizona

INTRODUCTION

This position is located in the United States Pretrial Services Office in Phoenix, Arizona.

United States Pretrial Services, the bail investigation agency for the United States District Court, provides verified information regarding a defendant to be used in setting reasonable, least restrictive bail. A recommendation is made for detention or release with or without special conditions which would reasonably assure community safety and appearance at future court proceedings. Defendants are supervised from the time of their release until sentencing or self-surrender to serve a prison term.

United States Pretrial Services is also responsible for the investigation and supervision of pretrial diversion cases. Supervision periods vary but do not exceed 18 months and some are required to perform community service as part of their diversion program.

The work is fast-paced, challenging and demanding and often requires non-traditional work hours. All employees assigned to the unit need to be able to work well under pressure and adjust to a diversified work force and clientele. Travel within the state may be required.

REPRESENTATIVE DUTIES

- The United States Pretrial Services Officer conducts investigations, assesses risk of nonappearance and danger to the community, and makes recommendations on the type of bail and conditions to be met by the defendant if released.
- Supervises defendants released on bail to monitor compliance with the conditions of release.
- Works with confidential material which is protected under the United States Pretrial Services confidentiality regulations, issued under Title 18 U.S.C. § 3153(C)(2). Disclosure of any confidential information to the outside public is prohibited.
- Travel may be required.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Applicants must have a 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 the capacity to understand and apply the legal requirements and human relations skills involved in the position.

In addition, to qualify for this position at the CL-27, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL-25 level or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

To qualify for this position at the CL-28, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL-27.

Specialized experience is 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.

Applicants must be physically capable, have good vision and normal hearing ability. First-time appointees must not have reached their 37th birthday at the time of appointment. Applicants 37 or over with previous federal hazardous duty experience under the Civil Service Retirement System or the Federal Employees' Retirement System may be eligible for appointment.

PREFERRED QUALIFICATIONS

Preference may be given to applicants who have more than two years specialized experience and a master's degree. Preference may also be given to those who can effectively communicate in Spanish.

BENEFITS

Federal benefits include paid vacation and sick leave, 10 paid holidays, and retirement benefits to include a defined benefit program and a 401(k) styled program called the Thrift Savings Plan (TSP), with a government match of up to 5%. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, a transit subsidy (depending on budget), and a Flexible Benefits Program which includes medical and dependent care reimbursement.

HOW TO APPLY

Go to our on-line application system at: <http://agency.governmentjobs.com/azduscourts/default.cfm> to complete and submit an on-line application.

Please complete the online application and attach a cover letter, resume, either copies of your last two performance evaluations OR two letters of recommendation, copies of your college diploma(s) and transcripts for your degree(s). Unofficial transcripts are acceptable. If you order transcripts to be sent directly to us, please state so in your cover letter. If you are a current or former federal employee, please submit a copy of your latest SF50 as well.

Attachments should be submitted as Word or Adobe Acrobat .pdf documents. Other formats are not acceptable. Please submit your on-line application by **Tuesday, December 13, 2016**.

Applications will be considered complete when the on-line application and all required attachments in the proper format are received in the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.

APPLICANT INFORMATION

- Applicants selected for an interview may be required to participate in skills tests that assess written and verbal skills, analytical reasoning abilities and computer knowledge.
- Prior to appointment, the selectees considered for these positions will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectees may be provisionally appointed, pending a favorable suitability determination by the court and the successful completion of the required background checks and/or investigations.

- The successful candidate will attend a six-week training session at the Federal Law Enforcement Training Center (FLETC) for pre-service officer training. The national training academy is located in Charleston, South Carolina.
- Pretrial Services Officers are designated as hazardous duty positions and covered under the hazardous duty retirement system. Persons in a position certified as law enforcement and enrolled in the law enforcement retirement system contribute a greater percentage of their salary toward the pension system (currently 4.9% for new employees) and are eligible to retire earlier with a higher pension than other federal employees.
- As a condition of employment, the selected candidates must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one in addition to random drug testing throughout employment.
- 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 United States Pretrial Services Officer or designee 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 United States Pretrial Services serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.
- All promotions are subject to approval of the Administrative Office of the United States Courts.
- 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.
- Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.
- Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking United States citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

**THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ARIZONA
IS AN EQUAL OPPORTUNITY EMPLOYER**