



**Position:** Chief U.S. Pretrial Services Officer – Job # USPT 16-10  
**Opening Date:** September 26, 2016  
**Closing Date:** October 7, 2016  
**Starting Salary:** Up to JSP-17 (salary commensurate with experience)  
**Location:** San Antonio, Texas

The United States District Court for the Western District of Texas is seeking a qualified individual for the position of Chief Pretrial Services Officer. This position will report directly to the Chief Judge and oversees a staff of 75, including pretrial services officers, administrative and clerical staff, which serve twelve district judges, four senior district judges, and fourteen magistrate judges in seven divisional offices and two satellite offices.

### Responsibilities

- Organizes the pretrial services office to insure expeditious handling of investigative work for the courts and effective supervision of persons on pretrial release;
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Administrative Office requirements for the administration of pretrial services; promulgates policies, procedures, and guidelines necessary to meet these requirements;
- Maintains administrative liaison with the Court to include promulgating policies, procedures, and guidelines to meet the unique needs of the Court, along with standards to insure an appropriate level of service delivery;
- Selects candidates for appointment as pretrial services officers, supervising pretrial services officers, and appoints all clerical personnel; as well as administers all other personnel matters including promotions, salary increases, disciplinary actions, dismissals, subject to approval as appropriate; determines all personnel are adequately trained; makes certain the work of all subordinates is systematically evaluated;
- Ensures all staff is objectively supervised;
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchase of services, equipment, and supplies;
- Establishes and administers continuing training programs to insure high quality service delivery through consistent staff development;
- Ensures contract solicitations follow established guidelines;
- Maintains an effective system of communication, enabling awareness of pertinent information at all levels; delegates decision making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery;
- Maintains liaison with the chief judge, district judges, and magistrate judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound pretrial release and detention practices;
- Establishes and maintains cooperative relationships with other pretrial services and probation offices to assure all requests for assistance from other districts are met promptly and effectively;
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include Federal, state and local law enforcement, correctional and social service agencies;
- Effectuates and maintains conditions which encourage staff loyalty, enthusiasm, and morale;
- Coordinates local agencies which may serve as third party custodians of persons on pretrial release. Advises the court on an ongoing basis of the eligibility, availability, and capacity of local agencies which may serve as third

- party custodians of persons on pretrial release;
- Establishes and maintains contact with public and private agencies that provide employment and medical, legal, or social services;
- Develops, implements, and maintains a system to monitor and evaluate bail activities; provides information to the court on results of bail decisions; prepares periodic reports to assist in the improvement of the bail process;
- Must be able to deal with employees and evaluate performance in a fair and consistent manner;
- Successful candidate must be willing to continually improve their job and leadership skills through self-development;
- Must have verifiable proof that you met your performance expectations for the last two years;
- Availability for extensive overnight travel required; and
- Performs such other functions as required by the court.

**Salary Qualification Requirements**

A 4-year degree from an accredited university with specialization in one or more of the social sciences appropriate to the position to be filled.

To qualify for a position of chief pretrial services officer at the JSP level 16, or 17, candidate must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

| <u>JSP Grade Level</u> | <u>Years of Specialized Experience</u> |
|------------------------|--|
| 16                     | 8                                      |
| 17                     | 9                                      |

**Preferred Skills**

- A graduate degree in a closely related field from an accredited university;
- Extensive management and leadership experience, education, or training relevant to the Pretrial Services Office's operations;
- Substantial knowledge of, and high-level management experience in, the operation of federal pretrial services, finance, information technology, human resources, and long and short-range planning;
- Thorough knowledge of applicable statutes, case law, and Federal Rules of Civil Procedure and knowledge of the federal judiciary's strategic direction, policies, and procedures;
- Well-developed analytical and writing skills, including the ability to accurately, clearly, and concisely summarize technical information;
- Strong organizational leadership and management skills, to include the ability to coach and develop;
- Ability to direct staff at all levels and present a professional, positive demeanor; and
- Proven ability to communicate clearly, both verbally and in writing, including the ability to investigate and mediate employee matters and approach all matters in a neutral manner.

**Application Process:**

Qualified candidates may apply by e-mailing a cover letter (include job title/number listed above), detailed resume, e-mail address, and a daytime phone number as a **single .pdf document** to: [TXWRecruitment@txwd.uscourts.gov](mailto:TXWRecruitment@txwd.uscourts.gov) no later than the close of business on the noted deadline.

Candidates will be evaluated to determine those who are best qualified based on a review of relevant experience, education, training, and past accomplishments. Your cover letter should include information about your work experience and training which is closely related to the work of the position and which has demonstrated the knowledge, skills, and abilities that would qualify you to be Chief.

The most qualified applicants will be invited for a personal interview. Candidates will not receive reimbursement travel expenses for interviews or relocation. Updated background investigations are required every five years, and applicants considered for this position will be subject to random drug screening.

The United States Pretrial Services Office is an Equal Opportunity Employer