

Position: U.S. Pretrial Services Officer Assistant
Opening Date: April 12, 2016
Closing Date: April 29, 2016
Starting Salary: Up to CL25/Step 14 - up to \$46,109
(Salary commensurate with experience / Federal employees will be considered for a salary match)
Location: Waco, Texas

The United States Pretrial Services Office for the Western District of Texas is currently accepting applications for the position of Pretrial Services Officer Assistant in Waco, Texas. The incumbent provides technical and administrative support and services to pretrial services officers in a wide range of areas, including pretrial supervision and preparation of investigative reports and assistance in the drug testing collection process.

POSITION OVERVIEW:

- Develops and maintains an understanding of, and commitment to, the policies, procedures, mission, goals, and values of the pretrial services office.
- Conducts selected investigations as needed for bail reports; draft and submit reports, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records.
- Assists officers in performing supervision functions and in providing necessary information to the court regarding violations of supervision.
- Provides technical assistance and services in support of preparation and disclosure of pretrial reports.
- May, under the guidance and direction of an officer, supervise a select caseload of low risk persons on pretrial release.
- Observes and reports to officers on the lifestyle, personal problems and needs of defendants that become apparent during office and home visits or contacts with the defendant, family or employer.
- Handles defendant emergencies in the officer's absence.
- Assists pretrial services officers and defendants as needed to facilitate the ongoing and meaningful participation of defendants in required correctional treatment programming.
- Maintains files and case records as required.
- Participates in and contributes to ongoing training programs.
- As appropriate, reports all hazardous incidents encountered in the course of duty to his/her supervisor, the chief pretrial services officer, the court, and the Probation and Pretrial Services Division of the Administrative Office of the U.S. Courts.
- Collects and conducts urine tests to determine if defendants have been using alcohol and/or illicit drugs. Prepares paperwork, handles mailing, and manages maintenance of color code system.
- Makes entries to chronological records either from direct communication with client or from information provided by the officer as needed.
- Testifies at violation proceedings before the court.
- Professionally answers telephones, greets the public, etc.
- Prepares and proofreads investigative and supervision reports for officers.
- Schedules interviews for Fort Hood.

- Runs records checks, reads and interprets records check reports, requests additional reports through various automated systems.
- Coordinates court settings, notifies Pretrial Services Officers of court activities, gathers and organizes all paperwork for court.
- Researches, retrieves and verifies addresses, collateral requests, employment, education, treatment, credit reports, and social history information.
- Receives and transfers case files from other districts.
- Processes incoming restitution payments and maintains current.
- Completes correspondence.
- Completes procurement requisitions.
- Performs all video conference coordination and calendaring.
- Organizes and prepares new case files for officers.
- Assists with and updates community resources available to defendants.
- Enters and maintains accurate data and assists in data quality control.
- Processes travel vouchers.
- Assists Supervising US Pretrial Services Officer as needed.
- Performs all other duties as assigned.

QUALIFICATIONS:

To qualify for this position, an applicant must be a high school graduate or equivalent. To qualify for a CL 24, one year specialized experience is required. To qualify for a CL 25, two years specialized experience is required. Specialized experience is progressively responsible experience requiring the regular and recurring application of keyboard skills and use of specialized terminology which demonstrated the ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in probation and pretrial services offices, law firms, legal counsel offices, banking and credit firms, educational institutions, or social service organizations.

PREFERRED QUALIFICATIONS/SKILLS:

- A minimum of two years college in the field of human services or criminal justice is preferred.
- Possess the ability to communicate effectively with a wide variety of people of diverse backgrounds.
- Possess good reasoning ability to allow development of the methods necessary to accomplish specific tasks/projects and to identify unusual problems for resolution or referral to pretrial services officers.
- Possess the ability to write reports in a clear, concise, factual, and understandable manner.
- Possess the ability and demonstrate the willingness to increase knowledge and skills in human services delivery.
- Selectee must possess the ability and desire to function effectively and harmoniously in a team-based management organizational environment.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:

- The duties of a pretrial services officer assistant require the investigation and management of defendants who present physical danger to pretrial services officer assistants and to the public. In the supervision, treatment, and control of these defendants, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination, and use of self-defense tactics. On a daily basis, the pretrial services officer assistant faces unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with committing Federal offenses.

- Because a pretrial services officer assistant must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Any candidate the court is appointing to a pretrial services officer assistant position will be subject to a pre-employment medical examination. The applicant must be determined medically qualified prior to commencement of duties. For additional information on the medical guidelines, please visit [the Pretrial Services Internet Site](#) - click on the Career tab, then Officer and Officer Assistant Medical Guidelines.
- 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 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.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS:

Prior to appointment, the selectee considered for this position will undergo an extensive Office of Personnel Management (OPM) background investigation, medical examination, and drug screening. Upon successful completion of the background investigation, medical examination, and drug screening, the selectee may then be appointed provisionally pending a favorable suitability determination by the court. In addition, as condition of employment, incumbent 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 subsequent fitness-for-duty evaluations and drug screening. In addition, officer assistants are subject to updated background investigations every five years and will be subject to random drug screening. If a provisional hire is authorized, continued employment will be contingent on successful completion of the OPM investigation.

Application Procedure:

Qualified candidates may apply by e-mailing a cover letter (include job title/number listed above), detailed resume, college transcripts (if applicable), salary history, e-mail address, and a daytime phone number as a single .pdf document to: TXWRecruitment@txwd.uscourts.gov Incomplete submissions may not be considered.

The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note that final candidates will undergo a criminal background & credit check and will be given a test to determine level of skill/knowledge.

The United States Pretrial Services Office is an Equal Opportunity Employer