



CAREER OPPORTUNITY

UNITED STATES PRETRIAL SERVICES AGENCY Eastern District of Pennsylvania

POSITION

Chief
U.S. Pretrial Services Officer

LOCATION

Philadelphia, PA

SALARY/TARGET

JSP 16 (\$176,198 - \$229,055)*

*starting salary commensurate with human resources policies, experience, qualifications, and current compensation or federal pay grade

OPENING DATE

March 31, 2023

CLOSING DATE

May 31, 2023,
or until filled

START DATE

January 1, 2024

ANNOUNCEMENT

#23-03PT

POSITION OVERVIEW

The United States District Court for the Eastern District of Pennsylvania is accepting applications for the full-time position of Chief United States Pretrial Services Officer. The Chief United States Pretrial Services Officer is a high-level executive management position which functions under the administrative direction of the Chief Judge of the Court. The position is directly responsible for administration and management of all daily operations of Federal pretrial services within the Eastern District of Pennsylvania. The Pennsylvania Eastern Pretrial Services Office currently employs approximately 23 employees and is headquartered in Philadelphia, with branch offices in Allentown and Reading.

Representative Duties:

The incumbent performs a full range of duties and responsibilities including but not limited to the following:

- Organizes and manages the pretrial services office to ensure expeditious handling of investigative work including effective case supervision of pretrial defendants.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Administrative Office requirements for the administration of pretrial services; promulgate policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Manages the staff of the office; selects and recommends candidates for appointment as pretrial services officers to the Court; appoints all pretrial services officers and non-officer personnel; makes determinations on all other personnel matters, including promotions, salary increases, disciplinary actions, and terminations; ensures that all personnel are carefully selected and adequately trained; ensures performance is systematically evaluated.
- Prepares and maintains appropriate fiscal controls over operating budgets including estimates of personnel, space allocations, and operating allowance needs; approves requisitions; certifies vouchers for payment; maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchase of services, equipment, and supplies.
- Solicits contracts for carrying out pretrial services functions.

- Establishes and administers continuing in-service training programs to ensure high quality service delivery through consistent staff development.
- Maintains a 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 and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound investigation and supervision practices.
- 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.
- Establishes and maintains cooperative relationships with other court unit executives, probation and pretrial services offices and all components of the criminal justice system, to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions that encourage staff commitment, enthusiasm, positive morale, diversity, equity, and inclusion.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of pretrial services officers or of supervising pretrial services officers.
- Performs related duties as required by the Court.

QUALIFICATIONS

To qualify for position at JSP 16 level, a person must have a bachelor's degree from an accredited college or university and possess three years of progressively responsible specialized experience earned after the bachelor's degree has been issued.

The three years of specialized experience is mandatory and does not permit any substitutions.

Specialized Experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of persons under supervision in community correction or pretrial programs. Experience in police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigations experience, does not meet the requirements of specialized experience.

Court Preferred Skills

Substantial knowledge of and experience in the operations and management of federal probation and/or pretrial services. Knowledge of federal judiciary strategic plans, policies, and procedures. Knowledge of the applicable statutes and case law and Federal rules of Criminal Procedure.

Demonstrated commitment to and expertise in evidence-based initiatives, and in the development of organizational practices rooted in evidence-based principles to improve outcomes and reduce risks of danger to the community or non-appearance.

Excellent organizational leadership and management skills, to include the ability to coach and develop employees. Experience in leading teams and large multifaceted projects, evaluating work processes and

organizational impact, re-engineering or creating new organizational models, and planning and implementing change.

Proven skills in problem solving, resources management, and staff motivation. Excellent analytical skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner.

A graduate degree in a closely related field from an accredited university.

Desirable Personal Characteristics

The successful candidate must be an adept leader, visionary, and motivator; must be mature and highly organized; must possess tact, good judgment, poise, and initiative, and always maintain a professional appearance and demeanor. Ability to meet with the public, work harmoniously with others, and communicate effectively (both orally and in writing) is required. The successful candidate must be flexible and conscientious about detail and accuracy, able to manage and balance multiple priorities and workload responsibilities and demonstrate the ability to manage and lead a diverse workforce.

CONDITIONS OF EMPLOYMENT

Each applicant must be a U.S. Citizen or eligible to work in the United States.

The U.S. Pretrial Services Office is part of the federal judiciary. The Chief United States Pretrial Services Officer serves under an excepted service appointment. The Chief United States Pretrial Services Officer is an at-will employee who serves at the pleasure of the Court.

This is an executive, high-sensitive position within the Judiciary. Employment is provisional pending the successful completion of a ten-year full background investigation, including credit check, and favorable suitability determination. Updated background investigations are required every five years. Background investigations/re-investigations for current federal judiciary employees are subject to review by the hiring authority.

Prior to first time appointment under the federal law enforcement provision, the selectee for this position will undergo a medical examination. Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally, pending a favorable background investigation and suitability determination by the Court. The officer medical requirements and essential job functions derived from the medical guidelines for pretrial services officers are available for public review at the U.S. Courts Website: [Officer and Officer Assistant Medical Requirements | United States Courts \(uscourts.gov\)](#). As conditions of employment, the incumbent will be subject to ongoing random drug screening, and, as deemed necessary by the Court for reasonable cause, may be subject to subsequent fitness for duty evaluations.

Maximum Entry Age for Law Enforcement Retirement Coverage - There is no maximum entry age for this position. However, to be included under the federal law enforcement officer retirement provisions, a first-time appointee must not have reached their 37th birthday as there is a mandatory retirement age of 57 with 20 years of creditable federal law enforcement experience. Applicants aged 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 requirements. If the selectee is currently in a federal hazardous duty position, mandatory retirement requirements apply. There is no mandatory retirement age for regular federal retirement benefits.

This position requires travel. The incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage pursuant to policy.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.

BENEFITS

Employees of United States Courts have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental & vision insurance, flexible spending program, 11 paid holidays per year, and a leave accrual program. (NOTE: For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and receive a benefit, which is calculated at retirement. Employees appointed on or after January 1, 2014, automatically contribute 4.4% (regular retirement) or 4.9% (law enforcement officer) of their base pay each paycheck to the Basic Benefit plan.) Additional information about federal judiciary employee benefits and compensation can be found at <https://www.uscourts.gov/careers>.

This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

HOW TO APPLY

Submit an application packet that includes:

- a two page or less letter of application that outlines your personal management and leadership philosophy and addresses the knowledge, skills, and experience necessary to perform the duties of the Chief United States Pretrial Services Officer
- a detailed résumé including education, previous employment, and salary history
- an AO 78 Application for Employment [ao078.pdf \(uscourts.gov\)](#) (due to the high sensitivity of this position, the Optional Background Questions (18-20) on the AO 78 form must be completed)
- an AO 78B Voluntary Race, Ethnicity, Gender, and Disability Identification [Voluntary Race, Ethnicity, Gender, and Disability Identification 78B.pdf \(uscourts.gov\)](#)
- a list with contact information of three professional and three personal references
- copies of your last two performance evaluations.

Incomplete applications will not be considered. Required documents must be sent via email as **one PDF** file to Paedhumanresources@paed.uscourts.gov with the subject line: "Chief US Pretrial Services Officer Vacancy #23-03 PT". Open until filled. Priority consideration given to those who apply by May 31, 2023. **No phone calls please.**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, if a closing date is provided, any of which may occur without prior written notice or other notice. Applicants selected for interviews must travel at their own expense. Relocation reimbursement for the candidate selected for the position may be available based on available funding. All information provided by applicant is subject to verification. False statements or omissions of information on any application materials or inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. The Court will contact references, including former employers, for top candidates. The Court reserves the right to contact additional references other than those provided by the applicant.

U.S. Pretrial Services is an Equal Opportunity Employer.