

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI
PRETRIAL SERVICES

Mark M. Reichert
Chief Pretrial Services Officer

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Supervising Pretrial Services Officer

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VACANCY ANNOUNCEMENT
No. 2020-07

POSITION:	United States Pretrial Services Officer Assistant – FT/Permanent (Multiple positions may be available)
DUTY STATION:	U.S. Pretrial Services Eastern District of Missouri – St. Louis, MO
CLASSIFICATION:	CL 23 – CL 25 (Promotion potential to Pretrial Services Officer CL27 without further competition). The promotion potential to Pretrial Services Officer requires five to eight weeks of training out of district.
STARTING SALARY:	\$40,953 - \$55,470 Starting classification level and salary dependent upon experience and qualifications.
ISSUE DATE:	8/3/2020
CLOSING DATE:	9/7/2020

The United States Pretrial Services Office for the Eastern District of Missouri is accepting applications for the position of United States Pretrial Officer Assistant. This position will be stationed in the St. Louis, MO office.

Representative Duties:

- Under the guidance of a pretrial officer, supervise a caseload of low-risk defendants/offenders requiring contact by telephone, in the office, and in the field. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Assist pretrial officers with less complex bond investigations to include compiling criminal histories, and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provide officers with accurate and factual information to assist in their completion of pretrial reports.
- Under guidance from a pretrial officer, draft and submit selected reports. Observe, and apprise the supervisor of the lifestyle, personal problems, and needs of defendants/offenders. Assist in the development of community resources to meet those needs.
- Under the guidance of a pretrial officer, respond to judicial officers' requests for information and occasionally testify in court, accompanied by a pretrial officer, regarding the basis for factual findings.

- Conduct collateral investigations and draft and submit collateral reports, which may entail making telephone, office, and/or field contacts. Perform record keeping.
- Collect and conduct urine tests on offenders of the same gender, and maintain appropriate records.
- If bilingual or multilingual, assist officers and non-English speaking defendants/offenders, family members, and witnesses in translating speech, documents, and correspondence, as required.
- Operate various criminal justice, law enforcement, and pretrial automated systems.
- Participate in ongoing training and development programs.
- Perform other appropriate duties as assigned.

Qualifications Required

Completion of 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. Candidates must be responsible, organized and demonstrate sound ethics and judgment. Candidates must also possess a positive attitude, integrity, tact, initiative, and the ability to work with a wide variety of people with diverse backgrounds. Must be able to work well under pressure and meet deadlines. Excellent professional references and computer abilities, including the ability to scan and submit documents electronically, are required. A driver's license is required to conduct field work.

To qualify at a CL-23, an applicant must have at least two years of general experience. General experience is defined as having progressively responsible clerical, office, or other work experience that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. To be hired at a CL-24 you must have one year of specialized experience equivalent to work at CL-23. To be hired at a CL-25 you must have one year of specialized experience equivalent to work at CL-24. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience. Experience in such fields as probation, parole, corrections, criminal investigations, or work in substance/addiction treatment is preferred.

Medical Requirements and Maximum Entry Age

The duties of pretrial officers 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 these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordinate necessary for office 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 37 or over who have previous law enforcement officer experience under 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 experience subtracted from their age to determine whether they meet the maximum age requirement.

This is a hazardous duty position and as such the individual selected will be subject to mandatory separation at age 57, and/or upon completion of the necessary 20 years of service.

Preferred Skills

Preferred skills include fluency in a foreign language, proficiency in Word, and experience or expertise in cultural diversity. Licensure or certification in a behavioral science (LMSW, CADC, LPC, etc.) is preferred.

Conditions of Employment:

- Applicants must be a United States citizen or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.
- In that officer assistant positions are provisional appointments, candidates will undergo internal investigations conducted by the U.S. Pretrial Office, Eastern District of Missouri.
- After the internal investigation is completed and approved by the Chief Judge, applicants will receive a written offer for provisional hire. Pursuant to Judicial Conference policy, all final applicants for officer positions will undergo a medical examination by Public Health Service physicians or other Federal Occupational Health, Law Enforcement Medical Program. Applicants will also undergo drug screening and will also be subject to random drug screening and updated background investigations every five years.
- After appointment, OPM investigations will be conducted, and if the report reflects any negative nature, as to reflect continued employment as a U.S. Pretrial Officer would be ill advised, employment will be terminated.
- The position is subject to mandatory electronic direct deposit of salary payment.
- Applicants selected for interviews must travel at their own expense. The office does not pay for relocation expenses.
- Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court.
- The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review upon request.

Benefits

Employees of the U.S. Courts are not classified under Civil Service, however, they are entitled to the same benefits as other Federal employees. These include:

Generous Paid Time Off Program

Ten Paid Holidays

Public Service Loan Forgiveness
Defined Benefit Pension Plan
Long-Term Care Insurance
Parking/Commuter Benefit Program
Work Life Services

Group Health, Dental, Vision and Life Insurance
Defined Contribution Plan (TSP) with Employer Match
Health and Dependent Flexible Spending Accounts
Employee Assistance Program
Virtual Judiciary Online University

How to Apply:

Please email a government application form AO78, detailed resume (including references); your two most recent performance based evaluations; and copies of academic degrees to:

mark_reichert@moept.uscourts.gov

The U.S. Pretrial Services Office reserves the right to modify or withdraw the announcement which may occur without prior written or other notice. All property submitted becomes the property of the U.S. Pretrial Services Office. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the U.S. Pretrial Services Office may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Only applicants who are selected to be interviewed will be contacted.

The U.S. Pretrial Services Office is an Equal Employment Opportunity Employer