

NOTICE OF POSITION VACANCY

**UNITED STATES PRETRIAL SERVICES OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS**

The U.S. Pretrial Services Office for the Northern District of Illinois is currently accepting applications for the temporary position of **U.S. Pretrial Services Officer**. This position will be filled as permitted by current budgetary constraints. The term of appointment may be less than but will not exceed one year and one day. In consideration of future budgetary conditions the court at its discretion may continue the temporary appointment or approve conversion to a permanent position.

DUTY STATION: Chicago, Illinois

CLOSING DATE: Open Until Filled

POSITION DESCRIPTION: The Pretrial Services Officer, as a pretrial release investigator and supervision specialist, is responsible for providing meaningful assistance to the U.S. District Court in its deliberations and decisions concerning pretrial release of defendants accused of violating federal statutes; and for insuring public safety through the monitoring and supervision of defendants placed under supervision by the court.

STARTING SALARY: The current range for starting salaries is CL 25, 27 or 28 level depending on education and experience.

Classification level 25 \$37,813 - \$61,489

Classification level 27 \$45,752 - \$74,397

Classification level 28 \$54,831 - \$89,176

EARNING POTENTIAL: Officers are eligible for annual increases with satisfactory performances. When vacancies occur, promotional opportunities to specialist and supervisory positions are available within the office to qualified employees on a competitive basis.

TRAINING: All newly appointed officers are subject to a one year probation period. During that time each officer will receive on-the-job training for a period of approximately six months. Each officer will also attend a formal national training session outside of the district.

QUALIFICATIONS REQUIREMENTS:

Education: The minimum requirement for consideration as a U.S. Pretrial Services Officer is completion of a bachelor's degree from an accredited college or university in a field of academic study (such as social work, criminal justice, criminology, psychology, sociology, human relations, business or public administration) which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position; and an **overall grade point average of 2.9 or better** on a 4.0 scale (3.6 on a 5.0 scale).

Completion of a master's degree in a closely related field of study will also meet the minimum requirement and will qualify for the CL 27 level.

Experience: Applicants who can supplement the degree requirements with post academic, progressively responsible, specialized experience may qualify for appointment at the higher end of the salary range. Experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment may be creditable. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Medical Requirement:

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions 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.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

Other qualifications required:

- (1) Unquestioned integrity and exemplary character,
- (2) Sound health,
- (3) Less than 37 years old at time of appointment,
- (4) Experience using personal computers, including the ability to type reports and other work assignments.

Fluency in Spanish is helpful, but not required.

A Pretrial Services Office screening committee, composed of administrative and line officers, assists the Court in screening and evaluating applicants.

Prior to appointment, applicants considered for this position will undergo a full background investigation by the Office of Personnel Management.

BENEFITS: Employees of the United States Pretrial Services Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees. Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Mandatory participation in the federal retirement system and social security program.
Note: This position is covered under the federal hazardous duty retirement provisions with mandatory retirement at age 57.

(3)

- Optional participation in the federal health insurance program of your choice.
- Optional participation in a group life insurance program.
- A minimum of 10 paid holidays per year.
- Excellent opportunities for grade increases based upon performance.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

TO APPLY: Application must be made on government application Optional Form OF612. You must also complete the addendum, Optional Form OF306. Official school transcripts for undergraduate and graduate degrees are required. You may request an application in person, by mail or by telephone from the Pretrial Services Office at the address/telephone number below.

U.S. Pretrial Services Office
219 S. Dearborn Street
Suite 15100
Chicago, IL 60604-1706

(312) 408 - 7771 (Job Information Line)

Application forms OF612 and OF306 may also be accessed on line through the GSA Standard and Optional Forms link at www.FedForms.gov.

Return the completed application to the above address, Attention: Administrative Operations Supervisor. Applicants called for interview will be given a written assessment exercise.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER

JOB FUNCTIONS AND RESPONSIBILITIES

- (1) Interview criminal defendants prior to their initial appearance.
- (2) Conduct criminal history checks and verify defendant's background.
- (3) Prepare pretrial summary bond reports and other reports as needed to request a bond review or to report violations of bond conditions.
- (4) Conduct pretrial diversion investigations, prepare diversion reports, and provide supervision.
- (5) Supervise all assigned defendants. Supervision consists of monitoring the subject's compliance with the bond conditions set by the court, monitoring the court status of the case, verifying the home address, and preparing status and/or violation reports.
- (6) Activate case files, conduct case reviews, and close cases after final disposition.
- (7) Participates in and contributes to ongoing training programs. Keeps informed of new developments and techniques in the correctional field.
- (8) Makes public presentations concerning pretrial services and participates in appropriate community activities as representative of the court.
- (9) Performs all other related duties as assigned.

Additional Requirements

To qualify for this position a person must also demonstrate that s/he possess:

- (1) A thorough knowledge of the philosophy, theories, and practices of the correctional field, with a knowledge of law, psychology, sociology, and criminology as these disciplines are related to the duties and responsibilities of the correctional profession.
- (2) A devotion to the principles of public welfare.
- (3) The ability to meet people, inspire confidence and secure cooperation.
- (4) Unquestioned integrity.
- (5) The ability to exercise initiative in handling problems encountered while performing assigned duties.
- (6) The ability to conduct investigations of cases and make sound evaluations and recommendations.
- (7) A knowledge of available community resources and the understanding and skill necessary to use them.