

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI
PRETRIAL SERVICES**

Susan E. Hendrickson
Chief Pretrial Services Officer



Thomas F. Eagleton U.S. Courthouse
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St. Louis, Missouri 63102

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**VACANCY ANNOUNCEMENT
No. PTSO 10-2024**

POSITION: United States Pretrial Services Officer – Full -Time

DURATION: Temporary for one year and a day may be extended depending on budget and need of Pretrial Services.

DUTY STATION: St. Louis, Missouri

STARTING SALARY: CL 25/Step1 \$51,167 CL 25/Step 61 \$81,888.
CL 27/ Step1 \$59,426 CL27/ Step 61 \$96,607
Starting salary dependent upon qualifications and location.
Promotion potential up to Pretrial Services Officer CL 28 without further competition.

OPENING DATE: October 10, 2024

CLOSING DATE: October 17, 2024

The United States Pretrial Services Office for the Eastern District of Missouri is recruiting for a U.S. Pretrial Services Officer position. This position will be stationed in the St. Louis, MO office.

Representative Duties:

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, Monographs, and relevant case law. Track legal developments, and update staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Investigate and analyze financial documents and activities and take appropriate action. Responsible for enforcement of location monitoring conditions ordered by the court.

- Review and resolve disputed issues involving defendants and present unresolved issues to the court for resolution. Assess defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Communicate with other organizations and persons (such as law enforcement, treatment agencies, and attorneys) concerning defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Guide the work of staff providing administrative and technical assistance to officers.
- Schedule and conduct drug use detection tests on defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.
- Respond to judicial officer's requests for information and advice. Testify in court as to the basis for factual findings. Serve as a resource to the court. Maintain detailed written records of case activity.

Qualifications and Specialized Experience

All pretrial services officer positions require 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, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. Master's degree preferred. In addition to meeting education requirements, applicants must also have specialized experience.

To qualify for the CL-25, the incumbent must have one year of specialized experience equivalent to work at the CL-23; **or** completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- an overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- standing in the upper third of the class;
- 3.5 average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position, or a Juris Doctor (JD) degree.

Court Personnel Classification Requirements:

- CL25 A minimum of one (1) year of specialized experience is necessary to qualify at the CL25 level.
- CL 27 Bachelors Degree with two years specialized experience
- CL 28 Bachelors Degree with three years specialized experience

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, is qualifying at CL 27.

Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation [adult supervision and court experience preferred], pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience

as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Also, any volunteer or unpaid internship experience is not considered creditable.

Physical Requirements and Maximum Entry Age

The duties of pretrial officers require investigating and supervising persons under federal supervision who present physical danger to officers and to the public. Because officers must effectively deal with physical attacks and are subject to moderate arduous physical exertion, applicants must be physically capable to do field work and possess a valid driver's license. **First-time appointees 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.

Officers are required to complete the six-week mandatory training with the U.S. Courts Probation and Pretrial Services Training Academy at the Federal Law Enforcement Training Center (FLETC) in Charleston, S.C. during their first year.

Background Investigation, Drug Screening and Medical Standards

Prior to appointment, the selectee considered for this position will undergo a complete background investigation, 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, employees are subject to ongoing random drug screening and 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 pretrial officer assistants and pretrial officers are available for public review at <http://www.uscourts.gov>.

Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal, financial, and employment record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. The U.S. Pretrial Services Office reserves the right to assign/reassign an employee to any location within the Eastern District of Missouri based on the needs of the agency. Travel within the state will be required.

Applicant Information

Applicants selected for interviews must travel at their own expense. 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. 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 Office. The U.S. Pretrial Services Office will only communicate with those applicants who are qualified for the position and selected for an interview.

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	11 Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Defined Contribution Plan (TSP) with Employer Match
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Parking/Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

How to Apply:

Please email a government application form AO78, detailed resume (including references)

moed_employment@moed.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 posted positions may not be filled and are dependent upon the selection process. 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