



CAREER OPPORTUNITY

UNITED STATES PRETRIAL SERVICES
Central District of California

POSITION

POSITION OVERVIEW

PRETRIAL SERVICES OFFICER

LOCATION

Riverside, CA

SALARY/TARGET

CPS 23/01-25/61
\$35,743 - \$71,069

OPENING DATE

September 23, 2016

CLOSING DATE

October 7, 2016

ANNOUNCEMENT

CACPT 16-110

The United States Pretrial Services Agency has an opportunity for a highly motivated individual with excellent interpersonal & critical thinking skills, along with a strong work ethic to launch, or continue, a career in the criminal justice field. U.S. Pretrial Services, the bail investigation agency for the U.S. District Court, provides verified information to the court regarding a defendant. This information is used in determining whether a defendant will be detained or can be released on bail.

A U.S. Pretrial Services Officer conducts investigations, assesses risk of nonappearance and danger to the community, and makes recommendations on the type of bail and conditions to be met by the defendant, if released. Additionally, to ensure compliance with release conditions, officers supervise defendants from the time of their release until one of the following happens: the case is dismissed or the defendant is sentenced to probation or enters prison. U.S. Pretrial Services is also responsible for the investigation and supervision of pretrial diversion cases. At times, the work entails going out in the field to a variety of neighborhoods. Officers must be able to work well under pressure, tight deadlines, and be able to thrive working with a diversified work force and clientele.

Our professional, yet congenial, environment consists of challenging and rewarding work, abundant training and travel opportunities, and the potential for advancement. The U.S. Pretrial Services system offers careers where you can make an impact, and your contributions are very much appreciated.

For additional information about our agency and the role of Pretrial Services Officers, please refer to our website at: www.cacpt.uscourts.gov

QUALIFICATIONS

Good knowledge of the criminal justice system. Ability to conduct thorough, objective investigations and make sound evaluations using solid analytical skills. Excellent organizational skills and ability to prioritize and handle unexpected events within tight deadlines. Excellent written and oral communications skills are also required. (Writing skills will be tested.) Must be proficient in using the internet and in using standard software programs, especially Word or WordPerfect.

Qualified candidates must be under age 37 at time of appointment, must undergo a medical examination prior to appointment and be deemed fit for duty.* (For more details on the fitness for duty requirements, please click on the Human Resources tab on our website at www.cacpt.uscourts.gov.) Must be a U.S. citizen or eligible to work in the United States. Selected candidates will be required to undergo a full Office of Personnel Management (OPM) background investigation, including comprehensive criminal and financial records checks.

EDUCATION

Completion of a Bachelor's Degree from an accredited college or university is required, preferably in a field of study, such as Criminal Justice, Psychology, Sociology, Human Relations, Law or other related field. (Submission of transcripts will be required of all applicants contacted.) Two years of experience related to the job requirements is preferred.

BENEFITS

The Federal Judiciary offers a generous benefits package, which includes:

- 10 Paid Holidays
- Paid Sick Leave – 104 hours per year with unlimited accrual
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Medical, Dental and Vision Insurance
- Enhanced Law Enforcement Retirement Plan, including participation in Thrift Savings Plan (401K equivalent)
- Life Insurance Options
- Long Term Disability Plan Options
- Long Term Care Plan Options
- Flexible Spending Accounts
- Tuition Reimbursement
- Transit or Parking Reimbursement

INFORMATION FOR APPLICANTS

Prior to appointment, the selected applicant will be required to successfully complete a medical examination and drug screening. The selectee will be appointed provisionally, pending the results of a comprehensive background investigation and a favorable suitability determination by the court. In addition, as a condition of employment, the employee will be subject to ongoing random drug screening, updated background investigations every five (5) years, and may be subject to subsequent fitness-for-duty evaluations.

Find more information about the U.S. Probation and Pretrial Services System here:

<http://www.uscourts.gov/services-forms/probation-and-pretrial-services>

HOW TO APPLY

Please submit a résumé, cover letter & college transcripts (unofficial is fine) in PDF format to:

hr_cacpt@cacpt.uscourts.gov Only the most qualified candidates will be contacted to proceed to the next step of the selection process, which is anticipated to take place within a few weeks after the closing date.

*This information is pursuant to Title 5 USC 8401 (17), stating that Pretrial Services Officers must not have reached their 37th birthday at the time they commence employment. The original ruling became effective July 1, 1987, and was revised on March 12, 1991. This is in accordance with the Hazardous Duty/Law Enforcement Clause as approved by the Judicial Conference of the United States.

U.S. Pretrial Services is an Equal Opportunity Employer that is proud of its diverse staff.