UNITED STATES PRETRIAL SERVICES
EASTERN DISTRICT OF MISSOURI
111 SOUTH 10TH STREET
ST. LOUIS, MO 63102

CAREER OPPORTUNITY

Position: Chief Pretrial Services Officer
Vacancy Announcement Number: PTSCHIEF-426
Duty Station: St. Louis, Missouri
Salary Range*: JSP 14: $128,967 to $167,663
JSP 15: $151,699 to $197,210
JSP 16: $177,916 to $231,292
*depending on qualifications and experience
Date Posted: April 13, 2026, updated: 8/4/2026 Closing Date: Open until Filled

Position Summary

The United States District Court for the Eastern District of Missouri is seeking a Chief Pretrial Services Officer. The Chief Pretrial Services Officer administers and manages Federal pretrial services within the judicial district of appointment. The Chief leads and directs the administrative and operational activities of the Pretrial Services Office to ensure expeditious and thorough investigative reports to the Court regarding whether criminal defendants are suitable for bond, and if released on bond, effective supervision of those individuals in the community. The Pretrial Services Office in the Eastern District of Missouri has two divisional offices, the primary in St. Louis and a secondary in Cape Girardeau; and currently employs 21 officers and 4 support staff. The judicial district consists of eight district judges, five senior district judges, and eight magistrate judges. This position works with a shared services department and collaborates with the court unit executives of the Clerk's Office and U.S. Probation Office. This position reports directly to the Chief U.S. District Judge.

Summary of Representative Duties and Responsibilities

Provide executive leadership, management and supervision for all operations of the pretrial services office. Organizes the pretrial services office to ensure expeditious handling of investigative work for the courts and effective supervision of persons on pretrial release.

Review, analyze, and interpret statutory, Judicial Conference, and Administrative Office requirements for the administration of pretrial services. Promulgates policies, procedures, and guidelines to meet these requirements.

Formulate, implement, monitor and modify organizational policy involving collaboration with judges and other court personnel to ensure an appropriate level of service delivery. Develop and execute strategic plans.

Manage and supervise, directly or indirectly, all staff of the district's pretrial services office. Appoint all pretrial service officers or non-officer personnel with the approval of the district court; responsible for all other personnel matters including promotions, salary increases, disciplinary actions and dismissals. Determines that all personnel are adequately trained and ensures the work of all subordinates is systematically evaluated.

Work with the Administrative Office of the U.S. Courts, Federal Judicial Center, U.S. Sentencing Commission, federal courts and other governmental agencies having business before the court. Provide subject matter expertise for judicial committees and judge's meetings.

Develop, implement and enforce policies and practices to secure staff and physical assets of the pretrial services court unit.

Develop, administer, execute and monitor the budget for the Pretrial Services Office and collaborate with other court unit executives regarding budget for shared services. Makes estimates of personnel, space allocation, and operating allowance needs. Approves requisitions, certifies vouchers for payment, and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of service, equipment, and supplies for the pretrial services court unit.

Maintains an effective system of communication providing pertinent information at all levels. Delegates decision-making responsibility at appropriate levels. Provides qualitative and quantitative measures of work performance and assures accountability in the performance of duty. Effectuates and maintains conditions that encourage staff loyalty, enthusiasm, and morale.

Develops and maintains public relations programs that explain pretrial services to the community. Assumes responsibility for communication to the news media under the direction of the court.

Maintains liaison with the chief judge, magistrate judges, and other judges. Make specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound pretrial release and detention practices.

Establishes and maintains cooperative relationships with other pretrial services and probation offices to sure all requests for assistance from other districts are met promptly and effectively.

Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional and social services agencies.

Works closely with the U.S. Attorney's Office in operating a Pretrial Diversion program for the district and provides support as needed to the District Court's specialty Pretrial Diversion Court(s).

Monitors community events and issues with special attention on alleviating hazardous office and field incidents.

Advises the court on an ongoing basis of the eligibility, availability, and capacity of local agencies that may serve as third-party custodians of persons on pretrial release.

Establishes and maintains contact with public and private agencies that provide employment and medical, legal, or social services. This includes but is not limited to soliciting and managing contracts with substance abuse and mental health treatment providers.

Develops, implements, and maintains a system to monitor and evaluate bail activities; provides information to the court on results of bail decisions and prepares periodic reports to assist in the improvement of the bail process. This includes routine reporting to and communication with the Administrative Office of the U.S. Courts regarding release and detention data.

All other duties assigned to perform such other functions as required by the court.

Occasional travel outside of the district is required for training or conferences, as well as regular trips to the additional courthouses located in Cape Girardeau and Hannibal, Missouri.

Qualification Standards

To be qualified for appointment, candidates must meet the following standards:

Education and Experience Qualifications – To qualify for the position of Chief Pretrial Services Officer up to a JSP-16, a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience earned after the bachelor's degree has been issued. A graduate degree in a closely related field received from an accredited university, or Juris Doctor (J.D.) degree, and at least three years of substantial management experience are preferred.

Specialized Experience – Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community corrections, pretrial, or probation programs is required. Experience as a police officer, FBI agent, customs agent, marshal or similar positions, other than any criminal investigations experience, does not meet the requirements of specialized experience.

Substantial Management Experience: Substantial management experience is high-level administrative experience that provides a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include any of the court unit executive or type II second-in-command titles, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

Candidates must demonstrate proven skills in problem solving, resource management and staff motivation. They must be able to communicate effectively both orally and in writing and be well versed in workplace technology.

Additional Preferences

Management experience in a federal pretrial services office, federal probation office, or state probation office is highly desired. Solid organizational, problem solving, and conflict resolution skills, as well as resource management and staff motivation skills are necessary. The ability to communicate effectively both orally and in writing and be well versed in workplace technology is required.

Benefits

Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

Background Investigation Requirements/Conditions of Employment

This is an Executive High-Sensitive position within the Judiciary. Successful applicants will be required to submit to a background investigation, including, but not limited to, fingerprinting, a credit check, and a full field background investigation by the Office of Personnel Management. As a condition of employment, the incumbent will also be subject to an updated background investigation approximately every five years. This position is **not** covered under the Fair Chance to Compete Act (FCA). Therefore, candidates **will likely** be asked to provide verbal or written statements about criminal history prior to receiving a conditional job offer. When applying for this position, completion of Questions 19, 20, and 21 on Form AO-78, "Application for Employment" is **mandatory**. A financial disclosure may be required.

Procedures for Applying

Submit a cover letter (not to exceed two pages) including a narrative statement explaining "What is your leadership philosophy and how will it guide the U.S. Pretrial Services Office into the future," an AO 78 Application for Judicial Branch Federal Employment (located on the U.S. Court's web site at www.uscourts.gov), current résumé, and at least three job and/or personal references to:

Email: MOED_Employment@moed.uscourts.gov
U.S. District Court - Eastern District of Missouri
Human Resources – Confidential (PTSCHIEF-426)
111 South 10th Street
St. Louis, Missouri 63102

Please do not fax application materials. Incomplete application materials will not be considered. Interested individuals can also visit the court's web site at www.moed.uscourts.gov.

Applicants must be U.S. citizens or eligible to work in the United States. For more information on the requirement visit the link: Citizenship-Requirements-Employment-Judiciary.pdf. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the court for the Eastern District of Missouri. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Only candidates selected for an interview will be contacted. The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. In the event that the position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a link: Code of Conduct for Judicial Employees and the Employee Dispute Resolution Plan link: Your Employee Rights and How to Report Wrongful Conduct | Eastern District of Missouri | United States District Court

The U.S. District Court for the Eastern District of Missouri
is an Equal Opportunity Employer