

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

Mark M. Reichert
Chief Pretrial Services Officer

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**VACANCY ANNOUNCEMENT
No. 2020-07**

POSITION: United States Pretrial Services Officer – FT/Permanent

DUTY STATION: U.S. Pretrial Services Eastern District of Missouri

CLASSIFICATION: CL 27 – CL 28

STARTING SALARY: \$51,959 - \$77,845 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 recruiting for a U.S. Pretrial Services Officer position. Transfers are accepted. 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

To qualify for the CL-27, the incumbent must have a master's degree and at least two years of specialized experience, including at least one year equivalent to work at the CL-25. To qualify for the CL-28, the incumbent must have at least two years of specialized experience, including at least one year equivalent to work at the CL-27 level. (Specialized experience is defined as progressively responsible experience, gained after completion of a master'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.

Background Investigation, Drug Screening and Medical Standards for Transfers

U.S. Probation/Pretrial Officers transferring to another district are not required to undergo a medical examination, drug testing, nor the initial OPM background investigation. However, all applicable standards for the reinvestigation apply. The Chief U.S. Pretrial Services Officer of the receiving district may, at his or her discretion, request drug and/or medical testing be conducted if through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

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

Ten Paid Holidays
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