



CAREER OPPORTUNITY

U.S. PRETRIAL SERVICES AGENCY, EASTERN DISTRICT OF MICHIGAN

U.S. PRETRIAL SERVICES OFFICER

The Theodore Levin
United States
Courthouse

231 W. Lafayette Blvd.
Detroit, MI 48226

www.miept.uscourts.gov
www.mied.uscourts.gov



Vacancy Number:
22-21

Posting Date:
June 29, 2022

Closing Date:
July 13, 2022

Duty Station:
Bay City, MI

Classification Level:
CL 27-CL 28 (depending on
qualifications)

Promotion Potential:
CL 28

**Starting Classification
and Salary Range:**
CL 27/Step 1: \$52,967 to
CL 27/Step 25: \$66,214

**Starting Classification
and Salary Range:**
CL 28/Step 1: \$63,467 to
CL 28/Step 25: \$79,363

**Number of Positions
Available:**
Up to Two

Position Open to:
All qualified candidates

The Mission of the Pretrial Services Department:

The United States Pretrial Services Agency for the Eastern District of Michigan is a component of the United States Courts. The Agency is responsible for providing thorough pretrial reports and monitoring the actions and behavior of persons under supervision released into the community. We are committed to maintaining a diverse organization that provides factual investigations, quality supervision and support services to the United States Courts. Our Agency strives to achieve the organizational goals of upholding the constitutional principles of the presumption of innocence, the right against excessive bail for pretrial persons under supervision by appropriately balancing community safety and risk of non-appearance with protection of individual liberties; providing objective investigations and reports with verified information and recommendations to assist the Court in making fair pretrial release and supervision decisions; ensuring compliance of persons under supervision with court-ordered conditions through community-based supervision and partnerships; protecting the community through the use of evidence based practices designed to assess and manage risk; facilitating long-term, positive changes in persons under supervision through proactive interventions; and promoting the fair, impartial, and just treatment of persons under supervision throughout all phases of the system.

The Court maintains offices in Detroit (headquarters), Ann Arbor, Bay City, Flint and Port Huron. Officers are currently located in Detroit, Ann Arbor, Bay City and Flint.

How a U.S. Pretrial Services Officer Supports the Mission:

This position is located in the Pretrial Services Agency, reporting directly to the assigned Supervising Pretrial Services Officer. By statute, Pretrial Services Officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise defendants, interact with collateral agencies, prepare reports, conduct investigations and present recommendations to the Court.

Pretrial Services Officers may frequently work outside the normal business hours. Regular travel within the District is required. Occasional travel outside of the District may be required. See Conditions for Employment for additional information.

The successful candidate will be required to participate and successfully complete the six (6) week Federal Probation and Pretrial Academy (FPPA) training program located at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina. FLETC requires that all officers be fully vaccinated prior to attending the academy. Currently there are no exceptions allowed for this requirement.

Representative Duties and Responsibilities Include:

- Conduct investigations and prepare reports for the Court with recommendations, which require interviewing persons under supervision 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, and include Monographs, and relevant case law.



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Representative Duties and Responsibilities continued:

- Track developments in the law, and update staff and the Court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with persons under supervision 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, sex offenses, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests, 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 request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the Court. Maintain detailed written records of case activity.
- Investigate and analyze financial documents and activities and take appropriate action. Responsible for enforcement of location monitoring conditions ordered by the Court. Responsible for home confinement conditions ordered by the Court.
- Assess risk level of persons under supervision and develop a blend of controlling and correcting risk management strategies.
- Participation in on-going training and education opportunities to further develop and/or enhance techniques and skills relating to investigation of persons under supervision and supervision practices.
- Communicate with other organizations and persons (such as the Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning the behavior of persons under supervision 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. Testify at court hearings. Guide the work of staff providing administrative and technical assistance to officers.
- Guide, advise, train, and make recommendations to other officers, the Court, and other individuals regarding their designated area of specialty. Perform investigative and supervision responsibilities for persons under supervision with specialized situations or needs.
- May supervise persons under supervision who are in witness protection programs.
- May assist and perform as back-up to Senior Pretrial Service Officers.
- Perform administrative duties regarding area of specialty.
- Perform other duties as assigned

Qualifications:

Required:

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, business or public administration, or other closely related field which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

In addition to meeting education requirements, candidates must also possess the following:

- For appointment to CL 27, a minimum of two years of specialized experience; or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, is required.
- For appointment to CL 28, a minimum of two years of specialized experience is required.



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Qualifications Continued:

Specialized Experience: Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, 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.

Preferred:

- Minimum of two years experience related to the investigation, supervision and/or counseling of clients in a community corrections environment.

Personal Attributes and Skills:

The ideal candidate will:

- Possess good writing and communication skills.
- Possess sound ethics and judgment.
- Have the ability to organize and prioritize work assignments, work under pressure of short deadlines, and have the ability to work harmoniously with others in a team-oriented work environment.
- Be proficient in problem solving and identifying alternative solutions and possess the ability to make timely and effective decisions.

Conditions of Employment:

Probation and pretrial services officers and assistants may not have reached their 37th birthday at the time of appointment. The selected candidate must pass a medical exam and drug screen prior to appointment. The selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation. In addition, as conditions of employment, the selected candidate will be subject to ongoing random drug screening, and, as deemed necessary by management, may be subject to subsequent fitness-for-duty evaluations.

The duties of Pretrial Officers require the investigation and management of convicted individuals who present physical danger to pretrial officers and to the public. In the supervision, treatment, and control of clients, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, Pretrial Officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing federal offenses.

Procedures for Applying:

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume, a copy of the most recent performance evaluation, **and completed application Form AO-78** (attached to the position announcement email; **include entire professional work history, adding additional pages if necessary**) to "apply@mied.uscourts.gov" by the closing date. E-mailed documents must be in Word or PDF format. One single PDF document is preferred. Zip files and faxes will not be accepted.

NOTE: Applicants are required to complete the Optional Background Information section on page 5 of the application Form AO-78.



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Procedures for Applying Continued:

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

Only those applicants selected for interview will be contacted. Travel reimbursement in connection with interview and/or relocation is not authorized.

Local Benefits*:

Telework
Public Transit Subsidy Reimbursement Program
Fitness Room

Flexible/Alternate Work Schedules
Time Off with Pay for Approved Volunteer Activities

**when/where available*

National Benefits:

Generous Paid Time Off Program
Public Service Loan Forgiveness
Defined Benefit Pension Plan
Long-Term Care Insurance
Commuter Benefit Program
Work Life Services

Eleven 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

Check out our Employment Page:



An Equal Opportunity Employer

All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.