



CAREER OPPORTUNITY

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

PRETRIAL SERVICES OFFICER ASSISTANT

The Theodore Levin
United States
Courthouse

231 W. Lafayette Blvd.
Detroit, MI 48226

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

Vacancy Number:
21-18

Posting Date:
July 8, 2021

Closing Date:
August 1, 2021

Duty Station:
Detroit, MI

Classification Level:
CL 25

**Starting Level/Salary
Range:**

CL 25/1 to CL 25/25:
\$48,895-\$60,629

Promotion Potential:
CL 26

CL 26 Salary Range:
\$53,841-\$86,155

**Number of Positions
Available:**
Up to 2

Position Open to:
All Qualified Candidates

The Mission of the Pretrial Services Agency:

The United States Pretrial Services Agency for the Eastern District of Michigan is a component of the United States Courts, and is responsible for providing thorough pretrial reports and monitoring the actions and behavior of pretrial persons under supervision released to the community. We are committed to maintaining a diverse organization that provides factual investigations, quality supervision and support services to the United States Courts System. Our system strives to achieve the organizational goals of: Upholding the constitutional principles of the presumption of innocence and 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 the 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 District currently has 14 active judges, 6 senior judges, and 7 full-time magistrate judges. The Court maintains offices in Detroit (headquarters), Ann Arbor, Bay City, Flint and Port Huron. The Pretrial Services Agency has a total staff of 31, which includes 19 Pretrial Services Officers. Officers are currently located in Detroit, Ann Arbor, Bay City and Flint.

How a Pretrial Services Officer Assistant the Mission:

This position is located in the Pretrial Services Agency of the U.S. District Court, Eastern District of Michigan. Pretrial Services Officer Assistants report to the Chief Pretrial Officer or his/her designee. The employee works under the general supervision of a supervising pretrial services officer and the technical supervision of a senior pretrial services officer. Pretrial services officer assistants serve in a judiciary law enforcement position, under the direction and guidance of a supervisor, provide technical support and assistance to pretrial officers in a wide range of areas, including assisting with compiling information for investigations; assisting with and supervising persons under supervision; preparing and drafting reports and correspondence; and similar duties. Travel inside and outside of the District is required.

Change Agent

- Under the guidance and direction of an officer, supervise selected caseloads of persons under supervision, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records.
- Conduct investigations and prepare pretrial status reports, collaterals, and violation reports; which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records. Observe and report to supervisors on the lifestyle, personal problems, and needs of persons under supervision.



CAREER OPPORTUNITY

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

PRETRIAL SERVICES OFFICER ASSISTANT

Change Agent Continued

- Assist pretrial officers in the performance of investigations, including: compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and similar activities. Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of pretrial reports. Assist in the development of community resources to meet the special needs of persons under supervision.
- Collect urinalysis specimens of persons under supervision, following established procedures and protocols. Maintain paper and computerized records of test results. Inform officers regarding test results. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system. Testify, as necessary, before the court.

Administrative Activity

- Participate in on-going training programs and have a working knowledge in outcome driven evidence based practices.
- Performs other duties as assigned.

Qualifications:

Qualifications must be met at the time of application.

Required:

A high school diploma or equivalent with a minimum of two years of specialized experience equivalent to work at the CL 24 level.

Specialized experience:

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. **Experience as a police, custodial, or security officer, other than any criminal investigation experience, is not creditable.**

Preferred:

- Bachelor's degree from an accredited college or university in such fields as criminal justice, criminology, psychology, sociology, human relations, business or public administration.
- Currently performing similar duties in a community correction, treatment and/or court setting.

Conditions of Employment:

The selected candidate must successfully complete a 10 year background investigation and every five years thereafter will be subject to an updated investigation. Prior to appointment, the selectee considered for this position will undergo a 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, the incumbent will be subject to ongoing random drug screening, and, as deemed necessary by management, may be subject to subsequent fitness-for-duty evaluations.



CAREER OPPORTUNITY

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

PRETRIAL SERVICES OFFICER ASSISTANT

Conditions of Employment Continued:

The duties of Pretrial Services Officer Assistants require the investigation and management of persons under supervision who present physical danger to Pretrial Services Officer Assistants and to the public. In the supervision, treatment, and control of persons under supervision, 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 Services Officer Assistants 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.

Because Pretrial Services Officer Assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Pretrial Services Officer Assistants 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 the 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.

Procedures for Applying:

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume and completed application (download from the Court's website **and include entire professional work history, adding additional pages if necessary**) to "apply@mied.uscourts.gov" by the closing date. E-mail submission is preferred. E-mailed documents must be in Word or PDF format. Zip files and faxes will not be accepted.

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.

Candidates who meet the minimum qualifications will be asked to take a Basic Skills Test. Successful candidates will be asked to submit a narrative response for further consideration. Candidates selected for an interview will be required to take a Cognitive Aptitude Test and Employee Personality Profile Test prior to the interview. The interview results and the results of the Cognitive Aptitude Test and Employee Personality Profile Test will be considered when selecting the successful candidate. A second interview may be required.

Travel reimbursement in connection with the selection process and/or relocation costs are not authorized.



CAREER OPPORTUNITY

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

PRETRIAL SERVICES OFFICER ASSISTANT

Local Benefits*:

Telework	Flexible/Alternate Work Schedules
Modern, On-site Fitness Center	On-site Federal Occupational Nurse
Public Transit Subsidy Reimbursement Program	Time Off with Pay for Approved Volunteer Activities

Close proximity to all downtown sporting venues, restaurants, theaters, museums and the Detroit River Walk

**when/where available*

National Benefits:

Generous Paid Time Off Program	Eleven 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
Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

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.