



PATRICIA TREVINO
Chief U.S. Pretrial Services Officer

Detroit
231 W. Lafayette Blvd.
Detroit, MI 48226

Ann Arbor
200 E. Liberty St.
Ann Arbor, MI 48104

Bay City
1000 Washington Ave.
Bay City, MI 48708

Flint
600 Church St.
Flint, MI 48502

Port Huron
526 Water St.
Port Huron, MI 48060

miept.uscourts.gov

Important Dates

Opening Date:
August 16, 2023

Closing Date:
September 13, 2023

Apply to:
apply@MIED.uscourts.gov

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

CAREER OPPORTUNITY

UNITED STATES PRETRIAL SERVICES AGENCY EASTERN DISTRICT OF MICHIGAN

Position: Deputy Chief United States Pretrial Services Officer
Vacancy #: 2023-20
Classification: JSP 14-16 (depending on qualifications)
Starting Salary Range: \$128,252- \$176,929 / Earning Potential: \$195,000
Duty Station: Detroit, MI Status: Full-time permanent Number of Positions: One
Open to: Current qualified U.S Probation/Pretrial Officers in the Federal Judiciary

POSITION OVERVIEW

This position is located in the Pretrial Services Agency and reports directly to the Chief U.S. Pretrial Services Officer (Chief Officer). The Deputy Chief U.S. Pretrial Services Officer (Deputy Chief) is a Type II, second-in-command position that acts as the “alter ego” to the Chief Officer. The employee assists the Chief Officer in the administration and management of the Pretrial Services Agency in the Eastern District of Michigan. This position will lead, motivate, direct, and supervise all levels of staff and will act as a positive catalyst for change. Regular work outside the normal business hours is required. Travel inside and outside of the District is required.

The District currently has 13 active judges, 9 senior judges, 6 full-time magistrate judges, and 1 part-time recalled magistrate judge. The Court maintains offices in Detroit (headquarters), Ann Arbor, Bay City, Flint, and Port Huron. The Pretrial Agency has a total staff of 36, which includes 23 Pretrial Services Officers. Officers are currently located in Detroit, Ann Arbor, Bay City and Flint.

Duties include, but are not limited to the following:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the Court and institutions, and the effective supervision of persons under supervision.
- Assists the Chief Officer in the formulation, implementation, and modification of Pretrial policies in the District.
- Assists in establishing and maintaining cooperative relationships with other U.S. Probation and Pretrial Officers to assure all requests for assistance from other districts are met promptly and effectively.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Assists in promoting and maintaining a positive work environment.
- Identifies training needs within the District.
- Participates in public relations that explain pretrial and other correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Occasionally, the Deputy Chief may perform the duties of a pretrial officer or supervising pretrial officer.



MIEPT MISSION

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.

- Supervises office staff including all clerical, professional, supervisory, and administrative personnel; pays particular attention to travel, leave, and scheduling of work hours.
- Assists in the selection of professional and clerical personnel for appointment.
- Participates in systematic analysis of performance for all subordinates.
- Supervises administrative work to include inventorying and ordering equipment and supplies, preparing statistical reports and personnel papers, maintaining files and records, and disposing records.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Performs related duties as required by the Chief Officer and the Court.

QUALIFICATIONS

Qualifications must be met at the time of the application.

Required:

A minimum of six years of specialized experience as defined below, including at least two years as a CL-30 Supervisory Probation or Pretrial Services Officer or higher level position in the U.S. Courts, that provided the opportunity to gain (a) skill in dealing with others in person-to-person work relationships, including demonstrating a high level of emotional intelligence, (b) the ability to exercise mature judgment, and (c) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to U.S. Pretrial Services and the unit they supervise. For appointment above the minimum grade, seven years of specialized experience is required.

Specialized Experience

- Progressively responsible experience in the investigation, supervision, counseling, and guidance of persons in community correction or probation/pretrial programs.
- Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and correctional researcher may constitute a portion of the specialized experience.
- Experience as a judge, law clerk, police officer, FBI agent, customs agent, marshal or in a similar position, other than those that afforded any criminal investigation experience, does not meet the requirements of specialized experience.
- Specialized experience must be earned after the bachelor's degree has been granted.

Education Substitutions:

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

Note: A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

Preferred:

- A current CL-30 Federal Supervisory Probation or Pretrial Services Officer or higher level position with three or more years in the role.
- An advanced degree in a related field.



Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

Personal Attributes and Skills

The ideal candidate will:

- Possess exceptional leadership skills, be a motivator, and maintain a professional demeanor at all times. Integrity must be beyond reproach.
- Have a record of displaying good judgment and of being a proven problem-solver who can provide innovative solutions to workplace problems as well as employee relations issues.
- Have excellent organizational skills and be able to balance the demands of varying workload responsibilities and deadlines.
- Be an effective communicator, both verbally and in writing. Be able to build good working relationships with peers, subordinates, and superiors.
- Be adaptable to change and be able to lead major change initiatives. Have significant experience managing projects.
- Have a solid understanding of the fundamentals of budgeting and have demonstrated experience in budget analysis, formulation, and execution.
- Be able to demonstrate a solid understanding of the following areas: Finance, Procurement, IT, HR, and other administrative functions.

APPLICATION PROCEDURE

Applicants must submit a **single PDF document** to apply@MIED.uscourts.gov with:

- Cover letter (include vacancy number) explaining your interest in pursuing this position, and how your experience relates to the stated duties and responsibilities of the position and why you are qualified for the position.
- Resume
- Completed application [Form AO-78](#)

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

Additionally, please supply a written response to the requests below with your application materials. Your typed response should be no more than five (5) pages in length, double spaced using Times New Roman 12 font, with your full name and page number in the header of each page. Your written response will be reviewed for format, grammar, spelling, content, clarity, and flow.

1. Give specific examples of the steps you have taken to develop yourself in preparation for the role of Deputy Chief Pretrial Services Officer. What aspects of this position pose the greatest challenges for you and how would you prepare yourself to meet those challenges?
2. Describe your overall experience in the areas of project management, human resources, treatment services, and employee training. Provide an example of how you have successfully displayed your strengths and qualities concerning the aforementioned areas in your professional role.
3. Explain what steps you have taken to build positive relationships with those with whom you lead. Discuss your ability to lead people toward meeting the organization's vision, mission, and goals, the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive solution of conflicts. Discuss how you know that you are successful in building positive relationships.
4. Describe your experience supervising subordinate staff. What is your management style? Describe what you like(d) most about being in a supervisory role and why, as well as what you like(d) least about being in a supervisory role and why.



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.

Application materials that do not adhere to this procedure may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate applications must be made to individual vacancy announcements. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Candidates selected for interview are required to provide a copy of their two most recent evaluations prior to the interview and three professional references, preferably supervisory, at the time of interview, to include name, title, company and contact information. A second interview may be required.

BENEFITS

Local (when/where available): Federal Court employees receive local benefits outlined [here](#).

National: Federal Court employees receive national benefits outlined [here](#).