



PATRICIA TREVINO
Chief U.S. Pretrial Services Officer

CAREER OPPORTUNITY

UNITED STATES PRETRIAL SERVICES AGENCY EASTERN DISTRICT OF MICHIGAN

Position: Pretrial Services Technician
Vacancy #: 2026-17
Classification: CL 24
Salary Range: Starting: \$49,306 - \$61,639 Earning Potential: \$80,140
Duty Station: Detroit, MI Status: Full-time
Open to: All qualified Candidates Number of Positions: One

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:
June 1, 2026

Closing Date:
June 28, 2026

Anticipated Start:
August 2026

Apply to:
[Application Link](#)

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

POSITION OVERVIEW

The Pretrial Services Technician provides specialized technical, administrative, and case management support to pretrial services officers, officer assistants and other members of the court unit. This includes assisting during bond and supervision related investigations, urinalysis testing, gathering arrest and related criminal history information, assisting with collateral contacts and investigations with community agencies. This includes assisting with data entry and database searches including ATLAS, NCIC, OTIS, Accurint and those available on the Internet. The Pretrial Services Technician will also assist with administrative support periodically reviewing the status of inactive cases, serve as back-up reception and general clerical duties.

Work is generally performed in an office setting, where persons with violent backgrounds may be present. Light lifting of boxes of case records and office supplies is required. Occasional travel within and outside of the district may be required. The work may require occasional work outside the normal Court hours. The Pretrial Services Technician may be permitted to telework pursuant to the agency's telework policy.

Duties include, but are not limited to the following:

Under the direction of a U.S. Pretrial Officer:

- Assist pretrial officers in obtaining verifiable and supportable documentation during bond investigations.
- Process record checks through local and national databases, including those designed to provide arrest, financial, location and background information.
- Gather criminal history records and enter data into a computerized data system.
- Conduct inquiries with collateral agencies to verify defendant's background information.
- Assist with notification of drug testing results and enter into a computerized data system.
- Mail/transport drug tests and materials to laboratories for confirmation.
- Draft, format and edit status and/or compliance reports for officers/assistants to submit to the court.
- Assist with responses to collateral requests for criminal history information.
- Process periodic record checks on caseloads, including inactive supervision cases.
- Update information in the agencies' Automated Case Tracking System (PACTS).
- Assist with general office coverage duties such as, but not limited to, reception duties and general clerical work.
- Participates in ongoing training and development programs.
- Perform other duties as assigned.



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.

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.
- Except for Probation Officers, employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

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.

QUALIFICATIONS

Qualifications must be met at the time of the application.

The successful candidate must:

- Be mature, responsible, and poised.
- Possess tact, diplomacy, good judgment, analytical skills, initiative, and excellent customer service skills.
- Possess strong verbal and written communication skills and be computer literate, including proficiency in Word, Excel spreadsheets, Adobe Acrobat, and other basic computer software programs.
- Demonstrate a team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards.
- Demonstrate commitment to public service.
- Understand and abide by the rules, policies, and regulations of the Pretrial Services Agency and the Court.

Required:

High school graduation or equivalent with a minimum of one year of specialized experience as defined below. Two years of specialized experience is required for placement above the minimum.

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.

Preferred:

- Completion of a bachelor's degree from an accredited college or university in such fields as criminal justice, criminology, psychology, sociology, human relations, business, or public administration.
- Highly proficient in Microsoft Office Suite.
- Experience in data entry and providing administrative support in an office setting.
- Experience providing face-to-face customer service in an office setting.

APPLICATION PROCEDURE

Applicants must submit their application and required documents using the link below.

[Application Link Here](#)

Required Documents: Cover letter (include vacancy number) and Resume

Application materials that do not adhere to this procedure may not be considered. Separate applications must be made to individual vacancy announcements. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

The selected candidate must successfully complete a ten-year background investigation, and every five years thereafter will be subject to an updated investigation. The investigation includes Employment, Education, Residence, References, Criminal History, Financial and Credit Check, Military Personnel Records, Foreign Travel and Citizenship Verification.

BENEFITS

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

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