



**PATRICIA TREVINO**  
Chief U.S. Pretrial Services Officer

**Detroit**  
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**Ann Arbor**  
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**Bay City**  
1000 Washington Ave.  
Bay City, MI 48708

**Flint**  
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**Port Huron**  
526 Water St.  
Port Huron, MI 48060

[miept.uscourts.gov](http://miept.uscourts.gov)

## **Important Dates**

**Opening Date:**  
January 31, 2025

**Closing Date:**  
February 26, 2025

## **Apply to:**

[apply@MIED.uscourts.gov](mailto: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: Pretrial Services Support Specialist  
Vacancy #: 2025-01  
Classification: CL 24  
Salary Range: Starting: \$48,819 - \$61,029      Earning Potential: \$79,343  
Duty Station: Flint, MI      Status: Full-time  
Open to: All qualified Candidates      Number of Positions: One

### POSITION OVERVIEW

This position is located in the Pretrial Services Office reporting directly to the Administrative Officer. The employee provides specialized technical and administrative support to pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, statistical data entry, case file monitoring, archiving, and intake responsibilities.

The work is generally performed in an office setting. Work requires regular contact with persons who may have violent backgrounds. Occasional travel within the district may be required.

### Duties include, but are not limited to the following:

- Provide office support and assistance for the administrative functions of the office, which may include any or all of the following duties and responsibilities:
- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Prepare reports, form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents.
- Perform data entry functions.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; process mail requiring special handling; and, provide outside messenger service.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Schedule appointments, arrange meetings, and maintain officer calendars.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).
- Assist pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities. Enter data and information into the office's computerized database system.
- Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain inventory of supplies.



## 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.*

### **Duties Continued:**

- Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations and case file maintenance. Obtain related records regarding offenders/defendants, following established practices and protocols. Prepare and update case files and reports investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Format, type, and edits reports prepared by officers.
- Perform other duties as assigned.

## QUALIFICATIONS

Qualifications must be met at the time of the application.

### **Required:**

High school graduation or equivalent with a minimum of one year of specialized experience, as defined below. For placement above the minimum, at least two years of specialized experience is required.

### **Preferred:**

- Specialized experience in a social services, community corrections, court and/or legal environment.
- Experience using Microsoft Office products, Adobe Acrobat, and e-mail applications.

### **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.

## APPLICATION PROCEDURE

Applicants must submit a **single PDF document** to [apply@MIED.uscourts.gov](mailto:apply@MIED.uscourts.gov) with:

- Cover letter (include vacancy number) detailing your qualified and preferred skills
- 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.

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. Only candidates selected for the next step of the selection process will be contacted. A writing assessment may be administered. 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](#).