



NOTICE OF INTERNAL POSITION VACANCY

**UNITED STATES PRETRIAL SERVICES OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS**

The United States Pretrial Services Office for the Northern District of Illinois is currently accepting applications for the full-time position of **U.S. Pretrial Services Officer Specialist – Location Monitoring**.

DUTY STATION: Chicago, IL

OPENS: Friday, August 19, 2022

CLOSES: Friday, September 2, 2022

TYPE OF EMPLOYMENT: Full Time/Permanent Appointment

SALARY: Classification Level 29 - \$83,926 - \$136,399

NUMBER OF POSITIONS: One (1) position

AREA OF CONSIDERATION: Open to current judiciary employees who meet the minimum qualifications.

Job Summary:

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. Officer specialists manage a caseload that includes a significant proportion of defendants of a specialized type and serve as local experts on cases of this type. These specialties may include, drug and alcohol treatment specialist, mental health specialist, intensive supervision specialist, location monitoring specialist, and other similar specialties. Pretrial services officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants. Officer specialists may guide the work of pretrial services officer assistants and other staff.

Representative Duties:

- Supervise a caseload of location monitoring (LM) defendants, on 24 hours, 7 days per week basis as is currently in place including community and home contacts.
- Provide coverage for additional caseloads, following the weekend coverage rotation in effect.
- Provide coverage for additional caseloads as needed during periods of a specialists' leave.
- Monitor defendant weekday and weekend compliance with the program according to procedures outlined within the district's LM Policy Manual and report any violations pertaining to supervision conditions to the judicial officer.
- Weekday and weekend LM enrollment of defendants as needed, installing the necessary hardware, changing out equipment, responding to violations, and conducting as needed field contacts per policy.
- Maintain personal contact with defendants through office and community contacts and by telephone.
- Respond to judicial officer's request for information and guidance.
- Serve as a resource to the Court.
- Maintain detailed records of case activity in the Probation Automated Case Tracking System (PACTS).
- Continually assess defendants' level of risk and develop risk management strategies.
- Communicate with other organizations and persons (Bureau of Prisons, law enforcement, treatment agencies, attorneys) concerning defendant behavior and conditions of supervision.
- Identify and investigate violations and implement appropriate alternatives and sanctions.

- Report violations of conditions of supervision to the appropriate authorities pursuant to policy.
- Prepare written reports of violation matters and make recommendations for disposition.
- Determine, locate, and evaluate on an ongoing basis the available resources throughout the district.
- Participate in the administrative planning of specialized caseloads. Provide advice, consultation, program vision, direction, and proposals to the leadership team.
- Secure and contract treatment services (mental health, substance abuse and sex offender) while adhering to procurement and contracting guidelines and regulations.
- Maintain regular contact with contract and treatment providers and monitor the accurate submission of billing documents.
- Comply with the Code of Conduct for Judicial Employees, confidentiality regulations, and IT Security Policy.
- Perform other duties as assigned.

Required Qualifications:

- Consistent satisfactory performance ratings.
- Current employee of the U.S. Judiciary.
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders/defendants.
- Ability to interview and establish rapport with contacts at collateral agencies, defendants and their families/support systems, and others for the purpose of assisting officers in supervision and investigation.

Required Experience:

Applicants are required to have two years' experience as a U.S. Pretrial Services Officer, the most recent year must be at a CL 28.

Required Competencies: (experienced officers - FJC)

- Confidence in Decision Making
- Critical Analysis
- Everyday Leadership
- Investigative Objectivity
- Proactive Planning
- Resilience
- Role Awareness
- Supervision for Success
- Team Orientation
- Workload Management

How to Apply:

For consideration, please submit your application packet as a single PDF document including:

1. Cover letter
2. Resume (two page maximum)
3. AO78 “Federal Judicial Branch Application for Employment” found at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>. This position requires you to complete the optional background information on the AO-78.
4. OF306 - <https://www.gsa.gov/portal/forms/download/115354>

Only electronic applications will be accepted. Please email the entire packet as one attachment in PDF format with “Position 22-06” in the subject line to: Pretrial_Services_HR@ilnpt.uscourts.gov. Submissions must be received by 5:00PM/CST on September 2, 2022. Save your document in the following format: Last Name, First Name. **Failure to follow directions and/or submit a complete packet may disqualify you from consideration.**

The U.S. Pretrial Services is not authorized to reimburse candidates for interview or relocation expenses. Due to the volume of applications received, U.S. Pretrial Services will only communicate with those qualified individuals who will be interviewed.

Notice to Applicants:

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Pretrial Services Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. If an exemption is requested, approval of the exemption is required before the candidate can start employment.

U.S. Pretrial Services requires employees to adhere to a Code of Conduct for judicial employees. The applicant will be subject to a criminal background record check and consumer credit check before an employment offer is made. The courthouse is a smoke-free environment. Direct deposit is required for payment of compensation for employees. The U.S. Pretrial Services Office reserves the right to modify the conditions of this job announcement, to withdraw this announcement, or to fill the position sooner than the closing date without prior notice.

**THE UNITED STATES PRETRIAL SERVICES OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER
AND IS COMMITTED TO A DIVERSE AND INCLUSIVE WORKFORCE.**