



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 a **Pretrial Services Officer Assistant**. This law enforcement position will be filled as permitted by budgetary constraints. The Pretrial Officer Assistant position is located at the Everett M. Dirksen Federal Courthouse in Chicago, Illinois.

POSITION ANNOUNCEMENT NUMBER: #22-07

POSITION TITLE: U.S. Pretrial Services Officer Assistant

OPENS: Friday, August 19, 2022

CLOSES: Friday, September 2, 2022

NUMBER OF POSITIONS: Multiple positions may be filled from this announcement.

LOCATION: Chicago, IL

START DATE: January 17, 2023- dependent upon successful medical and drug clearances

CLASSIFICATION:

Classification Level 23 - \$45,215 - \$69,441

Classification Level 24 - \$46,489 - \$73,339

Classification Level 25 - \$49,382 - \$79,010

PRIMARY DUTIES

- Under the guidance of a pretrial officer, supervise a caseload of defendants requiring contact by telephone and in the office. Investigate employment, sources of income, lifestyle, and associates to assess risk and determine compliance. Maintain case files and records, as well as detailed chronological records of activity.
- Assist pretrial officers with bond investigations to include compiling criminal histories, and profiles, running record checks through local and national databases, conducting inquiries with collateral agencies, and performing other similar activities. Provide officers with accurate and information to assist in their completion of pretrial reports.
- Under guidance from a pretrial officer, draft and submit selected reports. Observe and apprise the supervisor of the lifestyle, personal problems, and needs of defendants. Assist in the development of community resources to meet those needs.
- Under the guidance of a pretrial officer, respond to judicial officers' requests for information and testify in court, accompanied by a pretrial officer, regarding the basis for factual findings.
- Conduct collateral investigations and draft and submit collateral reports, which may entail making telephone and office contacts. Perform record keeping.
- Collect and conduct urine tests on defendant of the same gender and maintain appropriate records.
- Operate various criminal justice, law enforcement, and pretrial automated systems.
- Participate in ongoing training and development programs.
- Perform other duties as assigned by the Chief Pretrial Services Officer or Deputy Chief Pretrial Services Officer.

QUALIFICATIONS

- Must be a United States citizen or provide documentation proving eligibility to work in the United States.
- Less than 37 years old at time of appointment.
- Sound health.
- Unquestioned integrity and character.
- 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, offenders/defendants and their families/support systems, and others for the purpose of assisting officers in supervision and investigation.

EXPERIENCE

Applicants are required to have one-year specialized experience to qualify for CL 24. *One year at CL 24 is required to qualify for CL 25. Specialized experience is 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. It involves the routine use of specialized terminology and automated software and equipment for work processing, data entry or report generation. Experience in such fields as probation, pretrial services, parole, corrections, criminal investigations, law firms, social service organizations, or work in substance/addiction treatment may be creditable. Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not credible.

EDUCATION

Preference for consideration as a U.S. Pretrial Services Officer Assistant is completion of a bachelor's degree from an accredited college or university in a field of academic study (such as social work, criminology, psychology, sociology, human relations) which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position; an overall grade point average of 2.90 or better on a 4.0 scale (3.6 on a 5.0 scale)

MEDICAL

Prior to a law enforcement officer (LEO) 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, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirement and the essential job functions derived from the medical guidelines for pretrial services officers and officer assistants are available for public review at:
<http://www.uscourts.gov/services-forms/probation-and-pretrial-services/officers-and-officerassistants/officer-and-officer-0>

Prior to appointment, final applicants considered for this position will undergo a criminal background investigation and a consumer credit check.

BENEFITS

Employees of the United States Pretrial Services Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees.

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Eleven (11) paid holidays per year.
- Mandatory participation in the federal retirement system and social security program.
- Thrift Savings Plan –Employer matching up to an additional 5% of employee contribution.
- Optional participation in the federal health insurance program of your choice.
- Optional vision and dental programs.
- Optional participation in the flexible spending program for health and dependent care.
- Optional participation in the commuter reimbursement program.
- Optional participation in a group life insurance program.
- Possible participation in Federal Public Service Loan Forgiveness Program.
- Onsite fitness center.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

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 22-07” 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 Office is not authorized to reimburse candidates for interview or relocation expenses. School transcripts may be requested as part of the final selection process.

IMPORTANT NOTICE!

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 Probation 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.

Only electronic submissions will be accepted. Applicants must be a citizen of the United States or eligible to work in the United States. Pretrial Services requires employees to adhere to a Code of Conduct which is available upon request. 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.