

UNITED STATES DISTRICT COURT District of Nebraska Pretrial Office

Position Announcement No. 12-02

Position: U. S. PRETRIAL SERVICES OFFICER ASSISTANT (PSOA)
Location: Omaha, Nebraska
Starting Salary: \$39,522 - \$63,290 (CL 25*)
Opening Date: May 14, 2012
Closing Date: May 25, 2012
Career Opportunity: CL 26/61

* Starting salary is set considering human resource policies, qualifications, experience and applicant's current salary or federal pay grade (but no more than 4% of current salary).

NOTE: Candidates are required to have a bachelor's degree. They must also have at least one year specialized experience, and may not be 37 years of age or older at the time of appointment (except as noted). Candidates not meeting these criteria cannot be considered for a PSOA position.

Position Overview - General Duties

- Perform investigations of all types for our district and other districts (i.e., collateral, pretrial, pre-release, pretrial diversion, violations, etc.). Supervise a special caseload of defendants. Support the work of pretrial services officers. Contact various local law enforcement and regulatory agencies to collect and record information for all types of investigations. Make collateral contact with treatment agencies and third parties to monitor compliance with conditions of pretrial release.
- Utilize various automated systems to conduct criminal history checks, financial credit checks and related information.
- Provide information to the court on pretrial release matters, attend court, and testify at court proceedings, when necessary.
- Report all hazardous incidents encountered in the course of duty to his/her supervisor, the chief pretrial services officer, and the Administrative Office.
- Participate in and contribute to ongoing training programs, including defensive tactics
- Assist in support staff duties, such as front office coverage, telephone duties, filing and related receptionist duties, when necessary.

- Collect urine specimens on defendants and maintain appropriate related records.
- If the incumbent is proficient in Spanish, provide assistance/serve as an interpreter for officers and for non-English speaking defendants or family members at interviews in the office, the field, and in correctional institutions; translating pertinent documents, as necessary.
- Perform other duties as assigned.

Minimum Qualifications

EDUCATION - Applicants must have graduated from an accredited college/university with a bachelor's degree in one of the social sciences or in a field appropriate to the position.

EXPERIENCE -. To qualify for a position of pretrial services officer assistant at a CL25, applicants must have at least one year of specialized experience. Candidates must display computer proficiency. Attention to detail and "follow through" are critical to this position.

Specialized experience is defined as 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 work processing, data entry or report generation.

PHYSICAL REQUIREMENTS AND BACKGROUND INVESTIGATION - The duties of pretrial officers and pretrial officer assistants are considered hazardous duty as they require the investigation and management of criminal defendants who present a physical danger to officers and to the public. Supervision, treatment, and control of these defendants requires moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination, and the use of self-defense tactics. On a daily basis, officer assistants face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with committing federal offenses. Because officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically able to perform assigned duties.

Applicants must have good vision and normal hearing ability. Any severe health problems may disqualify an applicant. Prior to appointment, the selectee 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 background investigation and suitability determination by the court. As conditions of employment, the incumbent will be subject to ongoing random drug screening, an updated background investigation every five years, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and essential job functions derived from the medical guidelines for pretrial services officer assistants are available for public

review. http://www.uscourts.gov/Federal_Courts/ProbationPretrialServices

Application Process

Qualified applicants must submit a cover letter, resume, and application form AO78 (available on the court's Web site, <http://www.ned.uscourts.gov/hire>), all preferably in pdf format, to the e-mail address of: USDCHR@ned.uscourts.gov. Incomplete applications will not be considered.

Applicants are encouraged to include the following detailed information in the resume and AO78: educational background, continuing education, legal training, certifications, second language/sign language skills, military service, management experience, community/civic involvement, work with under-represented populations, academic/professional publications, and internships.

If you are unable to submit your letter of application, resume, and application form AO78 in pdf format, we will accept them in paper format at the following address:

Human Resources
United States District Court
Position Announcement 12-02
111 South 18th Plaza, Suite 1152
Omaha, NE 68102-1312

Benefits

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Retirement Systems, optional participation in a flexible spending plan, federal health insurance program, group life insurance, and group long-term disability insurance.

Conditions of Employment

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The U.S. District Court will not be responsible for expenses associated with traveling for interviews or relocating the successful candidate. References will not be required until an applicant is considered a finalist. The court requires employees to adhere to a Code of Conduct, which is available upon request. The U.S. District Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.

Pursuant to the Immigration Reform Act of 1986, federal government employees must be citizens of the United States or citizens of countries with whom the United States has treaty relations, as defined by the United States Department of State. Appointment is contingent upon providing proof of being legally eligible to work in and for the United States.

The following conditions apply to candidates for positions with the United States District Court:

- The U.S. District Court will only make contact with those qualified applicants who will be invited to interview;
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed;
- An FBI background check is required for all individuals appointed to positions with the Court. New employees are considered "provisional hires" pending the successful completion of the FBI background check;
- All information is subject to verification and background investigation;
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (Direct Deposit);
- Applications received after the closing date will not be considered.

The Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.
