



CAREER OPPORTUNITY

UNITED STATES PRETRIAL SERVICES OFFICE EASTERN DISTRICT OF PENNSYLVANIA

POSITION

Student Employee
40hr week

LOCATION

PHILADELPHIA

SALARY/TARGET

CPS-21
\$21,697

OPENING DATE

April 11, 2016

CLOSING DATE

May 6, 2016

ANNOUNCEMENT

VAC# 16-02PT

POSITION OVERVIEW

The United States Pretrial Services Office has an opportunity for a self-motivated individual with excellent interpersonal skills and a strong work ethic. U.S. Pretrial Services is the bail investigation office for the U.S. District Court and assesses risks of nonappearance and danger to the community. U.S. Pretrial Services makes recommendations on the type of bail and conditions to be met by the defendant if released.

Under the direction of a supervising pretrial services officer and/or a pretrial services officer, the student employee provides technical support and services to officers and support staff in a wide range of areas, including monitor courtesy supervision cases, supervise a select caseload of the least problematic defendants requiring only primary telephone contact and or less personal contact; and having no identified risk factors. Responsibilities may include assisting with preparation of pretrial services reports and investigations. Provide assistance to duty officers: meet with clients if duty officer is otherwise engaged, initiate paperwork for urine collection and collect urine screens of the same gender. Provide assistance with emergency court coverage. Check data base for court dates. Conduct firearms checks, complete passport stop notices and review detained cases for change in status. Assist in support functions, such as performing receptionist duties, filing, shredding documents answering the telephone and logging in defendants.

QUALIFICATIONS

Minimum: Bachelor's Degree from an accredited college or university in a field of academic study, such as Criminal Justice, Psychology, Sociology or other related field. Candidates are required to undergo a criminal records check

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the criminal justice system. Excellent written and oral communications skills are also required. Strong organizational skills and ability to prioritize. Must be proficient in using the internet and Word.

INFORMATION FOR APPLICANTS

HOW TO APPLY

Please submit a résumé with cover letter via email to employment@paept.uscourts.gov