

CAREER OPPORTUNITY

UNITED STATES PRETRIAL SERVICES AGENCY Eastern District of Pennsylvania

POSITION	POSITION OVERVIEW
U.S. DEPUTY CHIEF PRETRIAL SERVICES OFFICER (TYPE II)	The United States Pretrial Services Office for the Eastern District of Pennsylvania is accepting applications for full-time position of United States Deputy Chief Pretrial Services Officer (Type II). This position is open to internal and transfer applicants. Representative Duties: The incumbent performs a full range of duties and responsibilities including but not limited to the following: • Participate in the organization and management of daily operations of the office to insure expeditious handling of investigative work for the courts and the effective supervision of pretrial defendants. • Assist in the development of a strategic planning process to define goals and objectives for the organization. Implement short and long-term planning initiatives via policy and programs to achieve agency strategic goals and objectives with measurable outcomes and specific timelines for completion. • Supervises staff in matters concerning travel, leave, and scheduling of work hours. • Assist the Chief Pretrial Services Officer with making operating decisions, including review of budget allocations, developing policies and strategies, and initiating new programs. • Ensure that statutes, regulations, and guidelines pertaining to pretrial matters are applied and adhered to. • Review and analyze reports to identify problems, trends, and other issues. Analyze data collected to formulate solutions to problems which includes modifications to existing and development of new policies, procedures, and/or administrative practices. • Manage, develop, and mentor staff including establishing standards, performance management, addressing disciplinary actions, recommending new hires, personnel actions, and terminations. • Foster teamwork and collaboration among supervisors and staff to achieve common goals. Assist in promoting and maintaining office culture and conditions that encourage staff loyalty, teamwork, enthusiasm, and morale. • Facilitate, mediate, and negotiate complex and sensitive matters with judges, supervisors, Chief Pretrial Services Officer, and staff. • Participate with the Chief Pretrial Services Officer and Administrative Department on budget, procurement, space and facilities, finance, and human resources matters.
LOCATION	
Philadelphia	
SALARY/TARGET	
JSP 15 (\$158,169 – \$191,900)	
OPENING DATE	
January 19, 2024	
CLOSING DATE	
Open until filled, preference given to applications received by February 9, 2024	
ANNOUNCEMENT	
#24-02PT	

- Conduct staff meetings and communicate operational status and relevant information to the assistant deputy, supervisors, and staff. Travel to divisional offices regularly to assess and evaluate activities among officers.
- Assists in establishing and maintaining cooperative relationships with other U.S. Pretrial Services and Probation Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Assist in establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal, State, and local law enforcement, correctional, social service agencies, and the private sector.
- Assists as a backup certifying officer reviewing and certifying monthly travel vouchers, DATS bills, and other financial transactions.
- Deputy Chief Pretrial Services Officer may perform the duties of a pretrial services officer.
- Assists with overseeing quality control of office operations including review of bail reports, officer data entered into the Probation Case Tracking system (PACTS), case plan reviews, and other relevant functions.
- Participates in public relations and community outreach.
- Perform other duties as required by the Chief U.S. Pretrial Services Officer and the Court.

QUALIFICATIONS

To qualify the incumbent must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent. To qualify for a JSP 15 (equivalent to a CL 31), you must have 7 years specialized experience.

Definition of Specialized Experience

- a) Progressively responsible experience in the investigation, supervision, counseling, and guidance of defendants/offenders in the community corrections or pretrial programs.
- b) Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience.
- c) Experience in police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Education Substitutions

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctorate (JD) degree may be substituted for two years of the specialized experience.

Note: A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

PREFERRED QUALIFICATIONS

- Possess exceptional leadership, organization, and management skills and have current or prior managerial experience.
- Be a motivator, a self-starter, and always maintain a professional demeanor.
- Have the ability to make difficult decisions and to communicate those decisions, as required.
- Be adaptable to change and able to lead major change initiatives.
- Have excellent time management skills, be detailed-oriented, and have the ability to handle multiple tasks simultaneously.
- Thorough knowledge of and experience in the operations and management of federal pretrial services. Knowledge of federal judiciary strategic plans, policies, and procedures. Knowledge of the applicable statutes and case law, and Federal Rules of Criminal Procedure.
- Thorough knowledge and demonstrated application of Evidence-Based Practices (EBP) in community supervision.
- Thorough understanding of the Decision Support System (DSS) application with ability to utilize DSS reports to problem solve, access trends, and rely upon evidence-based practices (EBP) principles within their discipline.
- Significant experience supervising others with the capacity to coach and develop employees and address, resolve, and manage employee relations/workplace conflict issues effectively.
- Experience in leading teams and large multifaceted projects, evaluating work processes and organizational impact, and planning and implementing major change initiatives to meet organizational goals.
- Proven skills in problem solving, resources management, and staff motivation. Excellent analytical skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner

EDUCATION

The position requires a bachelor's degree, preferably in the Social/Behavior Sciences (Psychology, Sociology, Criminal Justice) or other field of study appropriate to the position from an accredited college or university. Master's degree preferred.

OTHER CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. Citizen or eligible to work in the United States.
- The 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. At the Chief Pretrial Services Officer's discretion, the most recent background investigation report completed on behalf of an officer may be examined.
- This position requires travel. A driver's license is required to conduct work. The incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage pursuant to policy.
- The Court requires the incumbent to adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.

HOW TO APPLY

Submit an application packet that includes:

- a two page or less letter of application that outlines your personal management and leadership philosophy and addresses the knowledge, skills, and experience necessary to perform the duties of the Deputy Chief United States Pretrial Services Officer.
- a detailed résumé including education, previous employment, and salary history.
- copies of your last two performance evaluations

Incomplete applications will not be considered. Required documents must be sent via email as **one PDF** file to “paept_employment@paept.uscourts.gov” with the subject line: “Deputy Chief U.S. Pretrial Services Officer Vacancy #24-02PT”. Open until filled. Priority consideration given to those who apply by February 9, 2024. **No phone calls please.**

The Eastern District of Pennsylvania, U.S. Pretrial Services Office, reserves the right to modify or withdraw this vacancy announcement, or to fill the position at any time during the recruitment process, any of which may occur without prior written or other notice. This position will be filled on March 1, 2024.

U.S. Pretrial Services is an Equal Opportunity Employer.