



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA
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VACANCY POSTING 26-03PT

Position Title: Pretrial Services Technician
Classification Level: CL-21 (\$28,589 - \$46,467)
Full-Time Temporary
(More than one position may be filled)
Location: Philadelphia, PA
Open Date: June 15, 2026
Closing Date: Open/Ongoing Recruitment Until September 30, 2026

DEFINITION:

The Pretrial Services Technician provides administrative support to pretrial services officers. Assists with filing case documents, scanning, conducting computerized criminal record checks, drug testing defendants, conducting bail investigations, and writing various reports for the Court. Also includes administrative duties for out-of-distance courtesy supervision cases, and other administrative duties as assigned.

The appointment will be for one year and one day with a possibility of an extension or to become a permanent position. This is a full-time temporary position from which future positions may be filled.

ORGANIZATIONAL RELATIONSHIPS:

The Pretrial Services Technician is responsible for providing daily support to the agency. As such, the Pretrial Services Technician must be flexible regarding hours of duty to perform duties as required. Typical hours are Monday through Friday, 8:30am to 5:00pm, however hours outside of those typical hours may be required. A technician reports to a Sr. United States Pretrial Services Officer or a Supervisor.

POSITION DUTIES:

- Assist officers with investigation and supervision of persons charged with a federal offense.
- Performs administrative duties for out of district courtesy supervision cases.
- Communicates with and submits electronic notices to districts to secure information on defendants' compliance with release conditions.
- Conducts automated record checks for investigative matters.

- Conducts bail interviews of low-risk defendants and completes reports with thorough and thoughtful recommendations.
- Scans and uploads documents.
- Prepares select reports and memoranda for the Court in a timely manner.
- Assist officers with post-release intake documentation.
- Collects urine samples from defendants and documents same.
- Serves as backup administrative support to specialized units within the district.
- Performs other duties as required.

PREFERRED QUALIFICATIONS:

- Currently enrolled in or completed an undergraduate degree from an accredited college/university, in a field of study involving social work, criminal justice, criminology, psychology, sociology, human relations, or related field of study is preferred.
- Experience in law enforcement, social services, social work, and related occupations is preferred.
- General knowledge of the criminal justice system, particularly as it relates to pretrial services' policies and procedures.
- General knowledge of the roles and functions of the federal pretrial services office, including practices and procedures used.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities.
- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to work with outside agency contacts for the purpose of obtaining and verifying information.
- Fluent in spoken and written English is preferred. Those also fluent in Spanish are strongly encouraged to apply

QUALIFICATION REQUIREMENTS:

- Applicant must be a high school graduate or equivalent.
- Ability to work within deadlines and time constraints.
- Ability to maintain confidentiality.
- Ability to communicate professionally and efficiently both orally and in writing.
- Ability to work with a wide variety of people of diverse backgrounds in a team environment.
- Ability to consistently demonstrate sound ethics and judgement.
- Proficiency in Microsoft Office products; Word, Excel, PowerPoint, Outlook, Teams.
- Skill in using standard office equipment such as copiers, printers, scanners, mobile devices.

NOTICE TO APPLICANTS:

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Sick leave earned at 4 hours per pay period (104 hours per year - 13 days).
- Participation in the Federal Employees Retirement System and in a tax-deferred Thrift Savings Plan (TSP)– similar to a 401K plan.
- Participation in the Federal Employee Health Benefits Program.
- Participation in the Federal Employee Group Life Insurance Program.
- Optional enrollment in the Federal Judiciary Employee long-term care insurance, Flexible Spending Accounts (FSAs) and commuter benefits program.
- Up to 11 paid holidays a year.
- Mandatory electronic direct deposit of salary payment
- Full-time, in-person position. No remote working available for this position.

APPLICATION/SELECTION PROCESS:

Qualified applicants are to submit the following in ONE document in .PDF format.

- Updated resume
- Cover letter outlining qualifications, education, and employment history along with a statement indicating the knowledge, skills, and abilities you believe you possess which will match the needs of the office and the position
- AO-78 Federal Judicial Branch Application for Employment [AO-78 Application for Judicial Branch Federal Employment](#)
- AO-78B Voluntary Race/Ethnicity, Gender, and Disability Identification [Voluntary Race Ethnicity, Gender, and Disability Identification](#)

Only applicants interviewed will receive a written or verbal response regarding their application.

The application packet must include Vacancy 26-03 PT in the subject line of the email sent to paapt_employment@paapt.uscourts.gov

Pretrial Services requires employees to adhere to a Judiciary Code of Conduct which is available upon request. The applicant is subject to a criminal background record check and may be subject to drug testing, and financial/credit checks before an employment offer is made. This job announcement is subject to modification or withdrawal without notice.

The United States Pretrial Services Office for the Eastern District of Pennsylvania is an Equal Opportunity Employer.