



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
U.S. PRETRIAL SERVICES OFFICE

**VACANCY ANNOUNCEMENT
NO. 2014-01**

Position Title: **PRETRIAL SERVICES OFFICER ASSISTANT**

Term of Employment: Full-Time, Excepted Service, Temporary (*up to one year and one day*) with potential for extension or conversion to permanent status without further competition, subject to funding.

Classification Level: LEO Court Personnel System, Classification Level 24
LEO Table C6 - Hawaii
Starting salary, dependent on qualifications
CL-24, Steps 1-61: \$43,070 - \$67,944
**Salary noted above includes 12.25% Honolulu, Hawaii Cost of Living Adjustment (COLA)*

Promotional potential to CL-25 without further competition, subject to funding.

Position Location: U.S. Pretrial Services Office
300 Ala Moana Boulevard, Rm. 7-222
Honolulu, HI 96850-7222

Closing Date: Position open until filled. Applications received by 4:30 p.m. Hawaii Standard Time on February 10, 2014 will be given priority consideration.

The United States Pretrial Services Office in the District of Hawaii is a career organization focused on providing exceptional service to the court, members of the legal community and the general public. Currently, we are seeking applicants for a full-time **Pretrial Services Officer Assistant** position.

REPRESENTATIVE DUTIES:

Provide office support and assistance for the administrative functions of the office, which may include any or all of the following duties and responsibilities:

- Under the direct guidance of a senior officer, supervise select lower-risk caseloads of defendants, which may include placing telephone calls, making home/office contacts and community/field contacts with an experienced officer, and maintaining files and case records.
- Under direct guidance, participate in select investigations as needed for pre-release/furlough, pre-sentencing, and bail reports. Draft and submit select reports and maintain related investigative files and case records. Observe and report to officers/supervisors on the lifestyle, personal problems, and needs of defendants.
- Assist officers by compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, and performing other similar activities. Visit or contact various local, state, and national law enforcement and regulatory agencies to collect and record information. Provide officers with verifiable and supportable documentation to assist in completion of reports and assist in identifying community resources to meet the special needs of defendants.

- Schedule and conduct urinalysis tests of defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Inform officers regarding test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system. Where applicable, may assist officers and non-English speaking defendants, family members, and witnesses in translating speech, documents, and correspondence.
- Perform other duties as assigned.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES)

- General knowledge of the criminal justice system, particularly as it relates to pretrial policies and procedures. General knowledge of the roles and functions of federal pretrial services offices, including the practices and procedures used. General knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, Bureau of Prisons, and U.S. Attorney's Office, and other organizations.
- General knowledge of how other judicial processes and procedures relate to the pretrial services office roles and responsibilities. General knowledge of available community resources. Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar activities (such as the National Crime Information System).
- General knowledge of the *Bail Reform Act*, legal terminology, and general investigative techniques. General knowledge of techniques used in supervising defendants, and a basic understanding of sentencing guidelines.
- Skill in assisting officers in supervising lower-risk defendants in selected cases, conducting risk assessments, and developing appropriate alternatives and sanctions to non-compliant behavior.
- Ability to organize, prioritize, compile, and summarize work within established time-frames and work under the pressure of short deadlines. Ability to follow safety procedures. Ability to follow detailed instructions accurately.
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different levels, community service providers, and defendants and their families/support systems for the purpose of collecting information required to assist officers in supervision and investigation. Ability to interview and gather required information.

REQUIRED QUALIFICATIONS:

Applicants must have at least a high school diploma or equivalent and one year of specialized experience equivalent to work at CL-23. Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than and criminal investigative experience, is not creditable.

PREFERRED REQUIREMENTS:

Preference will be given to applicants with a Bachelor's Degree in criminal justice, psychology, sociology, business, public administration, or closely related field. Familiarity with community programs and resources, and operation of criminal records retrieval systems and other electronic databases is desirable.

MAXIMUM ENTRY AGE:

Pretrial Services Officers and Officer Assistants are covered under law enforcement retirement as defined in Title 5, U.S.C., Chapters 83 and 84. Law enforcement retirement/separation provisions require mandatory retirement once an employee meets age and service requirements (age 57 with 20 years of service) due to the physical requirements of the position. Therefore, first-time appointees to positions covered under law enforcement officer retirement provisions **must not have reached their 37th birthday at the time of appointment**. Applicants 37 or over who have previous federal law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

CONDITIONS OF EMPLOYMENT:

Applicants must be a United States citizen or provide documentation proving eligibility to work in the United States. Candidates selected for interviews will be required to provide references. The selected candidate must successfully complete a ten year background investigation that will also consist of the submission of fingerprints, a criminal record check and credit check with subsequent favorable suitability determination.

Prior to appointment, the selectee considered for this position will also 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 may be subject to ongoing random drug screening, a re-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 the essential job functions derived from the medical guidelines for pretrial services officers' and officer assistants' are available for public view at <http://www.uscourts.gov> under [Officer and Officer Assistant Medical Requirements](#).

SALARY AND BENEFITS INFORMATION:

Starting salary depends upon education and experience. This position is graded under the Court Personnel System. The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch (i.e., CL 24 = GS-8).

The U.S. Pretrial Services Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory electronic funds transfer for payment of net pay.

HOW TO APPLY:

Application packages must be mailed or hand delivered to the following address and will not be considered complete until all items have been received by Human Resources:

Qualified applicants must submit an **original and one copy** of all the following documents:

- 1) Letter of Interest
- 2) A copy of the most recent resume
- 3) A completed and signed Judicial Branch Federal Employment application (AO-78), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and "Miscellaneous"
- 4) Proof of College Degree (transcripts and/or diploma)
- 5) Three references (*optional*)

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Mail application packet to:

**U.S. Pretrial Services Office
Attention: Human Resources
300 Ala Moana Boulevard, Room 7-222
Honolulu, Hawaii 96850
Re: PSOA 2014-01- CONFIDENTIAL**

Alternatively, you may submit electronically via email to: HR_OPPTS_WP@hip.uscourts.gov
Please include Vacancy No. and Position Title in the subject line.

Due to the volume of applications, the U.S. Pretrial Services Office will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. Pretrial Services Office is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii U.S. Pretrial Services reserves the right to amend or withdraw any announcement without written notice to applicants. No phone calls please.

AN EQUAL OPPORTUNITY EMPLOYER