

# VACANCY ANNOUNCEMENT

## CHIEF PRETRIAL SERVICES OFFICER United States District Court Southern District of New York

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The Chief Pretrial Services Officer manages the federal pretrial services agency in the Southern District of New York. The office has a staff of 44 professional and clerical employees. The agency has its headquarters in Manhattan and an office in White Plains.

**Duties and Responsibilities:** Serves as the Chief Administrative Officer of the Pretrial Services Agency under the Court's Committee on Criminal Law and Probation Administration. Duties include but are not limited to supervising the expeditious handling of investigative work; analyzing policies of statutory agencies; supervising staff; preparing budgets; estimating personnel needs; administering in-service training; promoting staff morale; and maintaining relationships with all components of the justice system.

**Qualifications:** Progressively responsible experience including management responsibility in the investigation, supervision, counseling and guidance of offenders in community, correction or pretrial programs is required. Experience in closely allied fields such as social work, psychology, substance abuse treatment may constitute a portion of specialized experience. Specialized experience must be earned after a bachelor's degree has been granted. Graduate study may be substituted for specialized experience.

The position is graded at JSP 14 - JSP 17. The rate of basic pay payable to employees at JSP-17 is limited to \$169,300.00. The salary is contingent on education and experience.

Applications in the form of a letter and resume are to be submitted on or at the close of business on Friday, January 9, 2009:

Clifford P. Kirsch  
District Court Executive  
U.S. Courthouse  
500 Pearl Street, Room 820  
New York, NY 10007-1312

**An Equal Opportunity Employer**