

**VACANCY ANNOUNCEMENT**  
**CHIEF PRETRIAL SERVICES OFFICER**  
**United States District Court**  
**Southern District of New York**

---

The Chief Pretrial Services Officer manages the federal pretrial services agency in the Southern District of New York. The office has a staff of 45 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. 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:** Bachelor's degree and three years of specialized experience. 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, and 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 annual salary for this position will be within the range of \$112,744 to \$203,100. The salary is contingent on education and experience.

**Application Procedure:** To be considered for this position please submit a resume detailing your education and work experience, along with a cover letter.

Applications will be accepted until the position has been filled. If you applied for the original posting 2016-07 there is no need to reapply, your application remains on file.

Edward A. Friedland  
District Court Executive  
U.S. Courthouse  
500 Pearl Street, Room 820  
New York, NY 10007-1312  
OR  
DEjobs@nysd.uscourts.gov

**Only applicants selected for interviews will be contacted. This position is subject to mandatory electronic funds transfer for payment of net pay. The successful candidate for this position is subject to a background check. Applicants must be United States Citizens. We are an equal opportunity employer.**