

UNITED STATES PRETRIAL SERVICES AGENCY NORTHERN DISTRICT OF CALIFORNIA



NOTICE OF VACANCY

The United States Pretrial Services Agency for the Northern District of California is accepting applications for the position of **Pretrial Services Intensive Supervision Specialist (Location Monitoring emphasis)**.

ANNOUNCEMENT NUMBER: 2026-2

LOCATION OF POSITION: San Francisco, California

POSITION TITLE: Pretrial Services Intensive Supervision Specialist (LM)
Full-time permanent position, excepted service

CLASSIFICATION LEVEL: Court Personnel System, Classification Level 29

SALARY RANGE: \$106,437-\$172,993 annually depending on experience

OPENING DATE: Wednesday, January 14, 2026

CLOSING DATE: Friday, February 13, 2026, 12:00 PM PST

STARTING DATE: TBD

MISSION:

It is the mission of the United States Pretrial Services Agency to safely reduce unnecessary pretrial detention. We do so by providing high quality investigation and supervision services that enhance community safety while respecting the presumption of innocence. We remain focused on providing services and support that promote positive, transformative change in the lives of those we serve.

ABOUT US:

The U.S. Pretrial Services Agency, the bail investigation agency for the U.S. District Court, assists judicial officers with reducing unnecessary pretrial detention by providing timely, objective, and verified background information on defendants charged in federal court. The information provided to the court is used in setting reasonable, least restrictive bail conditions. A recommendation is made for detention or release with or without special conditions intended to reasonably assure community safety and appearance at future court proceedings. Defendants are supervised from the time of their release until sentencing or self-surrender to serve a prison term. The Pretrial Services Agency is also responsible for investigating and supervising pretrial diversion cases. Working with judges, attorneys, state and local law enforcement agencies, and treatment providers, the Pretrial Services Agency delivers services that benefit the defendant, the court, and the community.

The Northern District of California covers 15 counties, primarily along the northern coast of California, from the Oregon border to southern Monterey County. Its headquarters is located in San Francisco, with division offices in San Jose and Oakland, and a satellite office in Eureka/McKinleyville. *Travel inside and outside of the District is periodically required.*

POSITION OVERVIEW:

The United States Pretrial Services Agency for the Northern District of California is accepting applications for the position of Pretrial Services Intensive Supervision Specialist. The candidate selected for this position will be assigned to the San Francisco divisional office but may be reassigned depending on the needs of the Agency. Due to the nature of the work this position requires, the incumbent-officer may spend most of their time in the community, at other divisional offices, or working remotely (telework).

The Pretrial Services Intensive Supervision Specialist is responsible for matters relating to the effective supervision of pretrial services clients who require a higher level of community oversight and may or may not be enrolled in location monitoring. The incumbent serves as the in-house authority on community supervision matters, including location monitoring, and provides officer training in this area. Pretrial services officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants. Officer specialists may guide the work of pretrial services officer assistants and other staff. Duties include:

- Perform investigative and supervision responsibilities for defendants in both general and high-risk/specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing defendants and their families and collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures and relevant case law in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in high-risk and/or specialized cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals regarding issues relating to the area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of defendants with high-risk and/or specialized needs.
- Recommend policies and procedures for the district as to location monitoring cases, including training practices, managing and assigning caseloads, establishing backups and coverage, alert response protocol, identifying appropriate defendants, etc.
- Monitor all district location monitoring cases for policy and court ordered compliance. Supervise a specialized location monitoring caseload and monitor compliance with applicable program directives and requirements.
- Act as liaison with location monitoring vendors who provide the equipment and monitoring service for the district and its officers. Order and maintain equipment and inventory. Verify billing information and payments to vendors and notify officers of defendants who are not in compliance with self-pay.

- Provide annual officer training for location monitoring initiation, set-up, district policies/protocols, and monitoring.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring and counseling.
- Communicate with other organizations and persons (such as law enforcement, treatment agencies, and attorneys) concerning defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.
- Provide proposals/recommendations for updates or amendments to conditions of supervision for this special population.
- Respond to judicial officers' request for information and advice. Serve as a resource to the court. Maintain detailed written records of case activity.
- Perform administrative duties regarding area of specialty. Provide advice, consultation, and program vision and direction and make proposals to the Chief.
- Manage and reconcile location monitoring equipment inventory. Review and reconcile monthly invoices from the location monitoring vendor.
- Performs other duties as required.

GENERAL INFORMATION & REQUIREMENTS:

Applicants must be United States citizens or eligible to work in the United States and have a valid driver's license. Applicants must possess a four-year (Bachelor of Arts or Bachelor of Science) degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business, or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

In addition to meeting educational requirements, applicants must also have at least three years of specialized experience* as a United States Probation or Pretrial Services Officer (CL 28). The experience requirement is not subject to substitutions.

Level	Years of specialized experience	Years of experience at next lower grade
CL 28	3 years	1 year

*At least one of the three years of specialized experience must have been at the CL 27 level.

The applicant must also possess the following knowledge, skills, and abilities:

- Minimum one year of direct, hands-on experience utilizing electronic monitoring technologies.
- Knowledge of federal law and the criminal justice system and how it relates to Federal Probation and Pretrial Services policies and procedures, and knowledge of the Bail Reform Act
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (such as the National Crime Information Center)
- Knowledge of investigative and supervision techniques: skill in investigating defendants backgrounds, risk assessment, developing appropriate alternatives to non-compliant behavior, negotiation and motivation techniques
- Ability to exercise discretion; demonstrated skill in legal reasoning and critical thinking.

- Skill in dealing with difficult individuals; ability to counsel defendants to maintain compliance with conditions of their release
- Ability to follow safety procedures within the office and while in the community
- Excellent organizational and problem-solving skills. Ability to compile and summarize information within established time frames.
- Ability to organize, prioritize work schedule; work independently with little supervision and to exercise discretion, sound ethics and judgment
- Ability to interact and communicate effectively (orally and in writing) with individuals of diverse backgrounds including criminal defendants, law enforcement personnel, judicial personnel, and attorneys.

MEDICAL REQUIREMENTS:

The duties of Pretrial Services Officers require the investigation and management of alleged criminal defendants who may present physical danger to officers and to the public. In the investigation, supervision, and treatment of defendants, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with committing federal offenses.

Prior to appointment, the selectee considered for this position will 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, the incumbent will be subject to ongoing random drug screenings, updated background investigations 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 pretrial services officer assistants) are available for public review at <http://www.uscourts.gov>.

TRAINING REQUIREMENTS:

As a newly appointed Pretrial Services Officer you will be required to participate in and complete the Initial Probation and Pretrial Services Training (IPPT) program. The program takes place at The Federal Probation and Pretrial Academy located in Charleston, South Carolina, at the Federal Law Enforcement Training Center (FLETC). The duration of this program is 6 weeks / 29 training days. The officer must pass written and practical exams and complete required electronic learning modules in order to satisfy the graduation requirements. Enrollment will be requested once the officer is officially appointed to the position.

MAXIMUM ENTRY AGE:

United States Pretrial Services Officers are covered under the law enforcement retirement provision that requires mandatory separation at age 57 with at least 20 years of service due to the physical requirements of the position. Therefore, first-time appointees must have not reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Federal Employees Retirement System (FERS) and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20-hours per week, or more are eligible for the following benefits:

- Federal Employees Retirement System (FERS-FRAE) – employee contribution is 4.4% of base pay. Enrollment is automatic upon employment.
- Thrift Savings Plan (TSP) – traditional and/or Roth retirement savings and investment plan with employer matching contributions up to 5% of pay. Enrollment is automatic upon employment.
- Social Security and Medicare benefits
- Eleven paid Federal holidays plus annual and sick leave accruals
- Federal Employees Health Benefits Program (FEHB)
- Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement (HCRA)
- Flexible Benefit Program for Dependent Care Reimbursement (DCRA)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Mandatory electronic fund transfer (direct deposit) participation for payment of net earnings
- Premium Payment Plan (PPP)

APPLICATION PROCEDURES:

Qualified applicants should submit a complete applicant's packet which includes: a letter of interest detailing knowledge, skills, and experience relevant to the field of pretrial services; resume, official academic transcripts, and a completed Application for Judicial Branch Federal Employment (AO-78) which can be downloaded at [Form AO-78](#). Applicant's packets must be received by 12:00 PM PST on Friday, February 13, 2026, to be considered. You must reference the vacancy announcement number in subject line of your email. Applicant's packets will not be considered complete until all of the items listed above have been received by Human Resources. Hard copies will not be accepted. Please email your complete applicant's packet to:

psajobs@canpt.uscourts.gov

(Attachments must be saved as one PDF file – Multiple attachments WILL NOT be accepted.)

ADDITIONAL INFORMATION:

The most qualified applicants will be invited to one (or more) personal interview(s). Applicants will receive a written response regarding their application status.

The U.S. Pretrial Services Agency requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the Court.

The U.S. Pretrial Services Agency has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. The incumbent will be subject to a one-year probationary period in this position.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the Americans with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. The United States Pretrial Services Agency for the Northern District of California is an Equal Opportunity Employer and values diversity in the workplace.