

#09-23  
03/13/09



**\*\* CAREER OPPORTUNITY \*\***

**U. S. PRETRIAL SERVICES OFFICE  
SOUTHERN DISTRICT OF TEXAS**

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**Position Title:** Pretrial Support Specialist - Full-Time Permanent  
**Location:** Laredo, Texas  
**Salary Range:** \$30,493 - \$54,879 (CL 23/24)\*  
\*Salary Commensurate with Qualifications  
**Closing Date:** Open Until Filled

**POSITION OVERVIEW**

Assists in receiving, screening and routing mail to appropriate persons or offices.

Assists in receiving collateral information by phone from requesting districts and routes to officers.

Assists with submitting change of docket numbers on Indictments or Information to headquarters office.  
Assists with maintaining J&C Log, Arraignment List and other similar logs.

Assists with preparation of travel vouchers for supervising officer and officers, assists with the preparation of purchase orders and vouchers for the office.

Assists with coordination of general activities in the immediate office, including arranging for equipment maintenance and ordering supplies. Assists with liaison to the building manager's office (GSA) for office's physical needs (heating, cooling, lighting, cleaning).

Assists with preparing interview packets, completing assignment sheets on new arrests, activating case files in PACTS, updating and closing case files in PACTS and preparing files for archives.

Assists with receptionist duties and furnishing information to a wide variety of people within and outside of the court. Assists with office liaison duties when officers are not available.

Assists downloading of defendants' photographs in camera for access by officers. Assists officer with pretrial services investigations by completing records checks in the national and local databases and conducting other investigation verification as directed by the supervisor.

Assists pretrial officers with daily duty responsibilities.

Assists in performance of any other duties as requested by the Supervising Support Specialist or the Supervising Pretrial Services Officer.

### **QUALIFICATIONS:**

- High School graduate, some college preferred
- Two years general clerical experience and one to two years specialized experience
- Excellent interpersonal skills
- Must be able to handle multiple tasks
- Experienced and proficient with automated office systems. Corel WordPerfect 7 preferred.
- Typing speed 50 wpm
- Bilingual in Spanish

Education substitution: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester hours or 45 quarter hours) equal nine months of experience.

### **BENEFITS:**

Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual and periodic salary increases. The court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

**TO APPLY:** Submit a comprehensive typed resume, cover letter and application (AO78) which thoroughly specifies education, work experience, skills, abilities including salary progression to: Alma Irr, Chief U. S. Pretrial Services Officer, P. O. Box 61127, Houston, Texas 77208.

The court reserves the right to withdraw this announcement without prior notice. The final candidate will be subject to a records and fingerprint check with law enforcement agencies.

### **EQUAL OPPORTUNITY EMPLOYER**