

UNITED STATES DISTRICT COURT
U.S. PRETRIAL SERVICES & PROBATION OFFICE
NORTHERN DISTRICT OF OHIO



Vacancy Announcement 16-15

POSITION: ASSISTANT DEPUTY CHIEF PRETRIAL SERVICES & PROBATION OFFICER (Type I)
(Up to two (2) positions may be filled) **DUTY STATION:** Cleveland, Akron, Youngstown, or Toledo

REPORTS TO: Deputy Chief Pretrial Services & Probation Officer (Type II) **SALARY RANGE:** CL 30 to CL 31*
(\$82,961 - \$158,646)

OPENING DATE: October 4, 2016

CLOSING DATE: Open until filled;
First consideration given to applications
received by October 21, 2016.

*Grade and salary will be based on selectee's qualifications and experience. Promotion from the CL 30 to CL 31 may occur without further competition.

The Northern District of Ohio serves 40 counties. Pretrial Services & Probation Officers provide services to 20 U.S. District and Magistrate Judges. The office is headquartered in Cleveland and has three branch offices, and consists of a total staff complement of approximately 100 employees. The Assistant Deputy Chief (Type I) assists in the administration and management of Federal pretrial services, probation and parole programs and services for the district.

QUALIFICATIONS REQUIRED: Candidates must possess a Bachelor degree from an accredited college or university with specialization in criminal justice, criminology, psychology, sociology, human relations, business or public administration. Degrees with a major in other related fields may be considered based on review of official transcripts. An advanced degree in a field closely related to the position is highly preferred. To qualify for a position of Assistant Deputy Chief (Type I) at the CL 30 or CL 31, the candidate must possess at least three (3) years of specialized experience, including at least one (1) year equivalent to the next lower grade level as a probation or pretrial services officer in the U.S. Courts.

SPECIALIZED EXPERIENCE: Progressively responsible experience must be in such fields as probation, pretrial services, parole, corrections, criminal investigations or work in substance abuse/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Specialized experience must be earned after the Bachelor degree has been granted.

JOB REQUIREMENTS: The following areas of knowledge are essential to this position: thorough knowledge of the criminal justice system; knowledge of federal probation and parole legal requirements, policies and procedures; knowledge of sentencing guidelines and applicable case law; thorough knowledge of investigative and supervision techniques; and knowledge of the roles, responsibilities and relationships among the Federal Courts, the Parole Commission, and the Bureau of Prisons. Candidate will have a thorough knowledge of the Federal Probation system and specialized knowledge of programs such as intensive re-entry, offender employment development programs, and re-entry courts, as well as knowledge of evidenced-based practice principles. Candidate will also have a good knowledge of management skills and be an excellent communicator both verbally and in writing.

POSITION DUTIES AND RESPONSIBILITIES:

- Participates in the organization and management of the office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of persons on pretrial release, probationers and parolees.
- Participates in the formulation, implementation, and modification of pretrial and probation policies in the district.
- Assists in ensuring statutes, monographs, guidelines, case law, and rules pertaining to federal defendants and offenders are applied and adhered to appropriately.
- Assists in establishing and maintaining cooperative relationships with other U.S. Pretrial Services & Probation officers and with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional and social service agencies.
- Supervises professional and supervisory personnel, including review of travel, leave, and scheduling of work hours.
- Assists in the selection of personnel for appointment.
- Participates in the systematic evaluation of performance of all subordinates.
- Assists in identifying training needs within the district.
- Assists in promoting and maintaining conditions which encourage staff engagement and superior organizational performance.
- Participates in public relations which explain pretrial services, probation, parole and other correctional services to the community.
- Provides technical assistance to the Chief, Supervisory staff, line officers, the court and other judicial personnel regarding programs and services.
- Monitors community issues and events with special focus on alleviating hazardous office and field incidents.
- Occasionally may perform the duties of a supervising officer or an officer.
- Performs related duties as required.

The selectee will be subject to ongoing random drug screening, periodic background reinvestigation (every five years), and may be subject to subsequent fitness-for-duty evaluations as deemed necessary by the Chief U.S. Pretrial Services & Probation Officer for reasonable cause at anytime. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS:

Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected. No phone calls please. Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov.

HOW TO APPLY: Interested persons should prepare a resume with a letter of interest which addresses their particular skills and experiences, and how those skills and experiences can contribute to this position, and a completed application form AO78, available on the court's web site at www.ohnd.uscourts.gov. Resumes need to include phone numbers for all reference contacts. Incomplete submissions will not be considered. Candidates should submit these documents to:

**U.S. Pretrial Services & Probation Office
ATTN: Human Resources Department #16-15
801 West Superior Avenue, Suite 1-115
Cleveland, Ohio 44113-1830**

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