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

Vacancy Announcement 15-06

POSITION TITLE: **U.S. Pretrial Services & Probation Officer** ***(Up to four (4) positions may be filled)***

DUTY STATION: Cleveland, Akron, OH ***Please indicate duty station preference.***

CLASSIFICATION/ SALARY RANGE: **CL25/27 (Target Grade 28) ($41,913 - $60,880)** ***(Promotion potential to higher level without further competition)***

RE-OPENING DATE: May 18, 2015

CLOSING DATE: Opened until filled (Applications preferred by June 8, 2015.)

The Northern District of Ohio serves 40 counties. Pretrial Services & Probation Officers provide services to 22 U.S. District and Magistrate Judges. The office is headquartered in Cleveland and has three branch offices. The Pretrial Services & Probation Office is a consolidated office consisting of a total staff complement of approximately 100 employees.

MAJOR DUTIES & RESPONSIBILITIES: Conducting pretrial investigations and supervision; preparing and presenting bail or presentence reports; investigating defendants' backgrounds for sentencing; making recommendations on sentencing; monitoring and supervising offenders and defendants under Federal supervision; enforcing court conditions; and providing treatment opportunities for positive lifestyle changes. An integral part of the sentencing process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Officers perform any other related duties required by the Court or the Chief Probation Officer.

Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. 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.

Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guidelines applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.

Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with the Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the court, and some districts may perform home confinement reintegration on behalf of the Bureau of Prisons.

Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.

Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/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. Guide the work of staff providing administrative and technical assistance to officers**.** Knowledge of and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

QUALIFICATIONS: Completion of a Bachelor's degree from an accredited college or university with major in criminal justice, criminology, psychology, sociology, human relations, business or public administration. Degree with a major in other related fields will be considered based on review of official transcripts. An advanced degree is preferred. Bilingual/Fluency in Spanish is preferred but not required.

SPECIALIZED EXPERIENCE: To qualify for the CL25 level, applicant must have at least one year of specialized experience, which is defined as progressively responsible experience, gained after completion of a Bachelor's degree in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. **(Experience as a police, custodial, or security officer is not creditable.)**

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE: The duties of probation officers require the investigation and supervision of criminal defendants who present physical danger to officers and to the public. Because officers must effectively deal with physical attacks and are subject to moderate arduous physical exertion, applicants must be physically capable to do field work and possess a valid driver's license. First-time appointees must not have reached their 37th birthday at the time of appointment. Officers are required to complete the six-week mandatory training at the Federal Law Enforcement Training Center during their first year.

BACKGROUND INVESTIGATIONS, DRUG SCREENING AND MEDICAL REQUIREMENTS:
Prior to appointment, the selectee considered for this position will undergo a complete background investigation, 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, employees are subject to on-going random drug screening and 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 probation officer assistants and probation officers are available for public review at ***http://www.uscourts.gov***.

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, financial, and employment 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. The U.S. Pretrial Services & Probation Office reserves the right to reassign an employee to any location within the Northern District of Ohio based on the needs of the agency. Travel with the state may be required.

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

BENEFITS:
Employees of the U.S. Courts are not classified under Civil Service, however, they are entitled to the same benefits as other Federal employees. These include:

- 10 paid holidays per year
- 13 days paid vacation
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional long-term disability and long-term care insurance
- Optional participation in The Flexible Benefit and Commuter Benefit Programs

HOW TO APPLY:
Submit a cover letter (including position title, announcement #), resume, copy of college transcripts, copy of last performance appraisal/evaluation, and completed application Form AO78, available at the court's web site www.ohnd.uscourts.gov **to the address below. Incomplete submissions will not be considered.**

U.S. District Court, Northern District of Ohio
Human Resources Department, Suite 1-115
Attn: VA 15-06
801 West Superior Avenue
Cleveland, OH 44113-1830

Applicants must be U.S. citizens or eligible to work in the United States. Due to the volume of applications received, the US Pretrial Services & Probation Office will only communicate with those applicants who will be tested or interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. The U.S. Pretrial Services & Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief U.S. Pretrial Services & Probation Officer may elect to select a candidate from the applicants who responded to the original announcement without posting the position. 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. Employees of the United States District Court are at will and can be terminated with or without cause at any time.

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