

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



Vacancy Announcement 15-15

Open to Judiciary employees only.

POSITION TITLE: U.S. Pretrial Services & Probation Officer Specialist (Sentencing Guidelines) **REPORTS TO:** Supervisory U.S. Probation Officer

DUTY STATION: Cleveland, Akron, Toledo, Youngstown **CLASSIFICATION LEVEL:** 29 (\$66,755 - \$112,835)
(Based on locality pay table)

OPENING DATE: December 10, 2015 **CLOSING DATE:** January 7, 2016

The Northern District of Ohio serves 40 counties. Pretrial Services & Probation Officers provide services to 23 U.S. District and Magistrate Judges. The U.S. Pretrial Services & Probation Office is headquartered in Cleveland and has three branch offices in Akron, Toledo and Youngstown. The Pretrial Services & Probation Office is a consolidated office consisting of a total staff complement of over 100 employees. This position may be located at any of the duty stations in the District.

POSITION OVERVIEW

The incumbent is responsible for matters relating to the effective supervision of pretrial services clients, probationers, supervised releasees, and/or parolees with specialized issues, complicated, complex or multi-defendant cases, including white collar criminals, corporations, protected witnesses, organized crimes and other cases of notoriety which pose a unique threat to the public safety.

Major responsibilities include conducting investigations and preparing reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as 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 may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the court.

The incumbent is expected to perform the following:

- Prepares the offense section of complicated and complex Presentence reports and determines culpability of offenders in multi-defendant cases. Investigates special offenders, including white collar criminals, corporations, protected witnesses, organized crime and other cases of notoriety, which pose a unique threat to the public safety.
- Identifies and evaluates the District's need for updates or changes to policies/procedures based on case-law decisions in the Sixth Circuit and nationally. Trains and updates staff as requested on sentencing guidelines and related matters, including new developments, issues, amendments, case law, etc. Prepares program documentation (procedures, manuals). Updates related policies and procedures on a regular basis.
- Serves as in-house authority and resource to staff and the Court regarding Federal Sentencing Guidelines and Presentence preparation and maintain complete and comprehensive familiarity with the Federal Sentencing Guidelines procedures. Provides consultation to staff, judges and attorneys regarding issues pertaining to application of sentencing guidelines. Serves as liaison with Public Defender and criminal division of the U.S. Attorney's Office. Serves as resource in identifying and investigating violations related to these specialized cases and provides guidance and assistance with implementation of appropriate alternatives and sanctions.
- Responds to judicial officers' requests for information and advice. Testifies in court as to the basis for factual findings and guideline applications, as warranted.
- Performs line officer responsibilities for offenders or defendants with special needs or situations/circumstances. Supervises offenders/defendants with difficult or special problems and monitors their compliance with release programs. Ability to use techniques and programs related to risk assessment/control and managing non-compliant behavior. Assumes responsibility in enforcing conditions of release imposed by the Courts and the Parole Commission.

- Submits pretrial, probation and supervised release violation reports to the Court; conducts preliminary and revocation hearings for the U.S. Parole Commission.
- Represents the U.S. Pretrial Services & Probation Office and the Court at meetings, seminar and conferences when determined appropriate. Acts as liaison with local or national law enforcement, probation or parole agencies regarding sentencing guidelines.
- Performs other duties as assigned.

REQUIRED EDUCATION

Bachelor's degree from an accredited college or university with major in criminal justice, criminology, psychology, sociology, human relations, business or public administration. An advanced degree in a field closely related to the position is highly preferred.

REQUIRED EXPERIENCE

To qualify at the CL 29 level, candidate must have at least three years of specialized experience, including at least one year as a CL 28 federal pretrial/probation services officer in the U.S. Courts.

SPECIALIZED EXPERIENCE

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 in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, or substance abuse treatment specialist may constitute a portion of the specialized experience.

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. 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. 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. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Due to the volume of applications received, the U.S. 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 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. 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 Pretrial Services & Probation Office may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. If you are not notified, another applicant was selected. No phone calls please.

HOW TO APPLY

Submit a cover letter which addresses your particular skills and experiences, and how those skills and experiences can contribute to the position. Also submit resume and completed application form AO78 which is available at the court's web site <http://www.ohnd.uscourts.gov/home/careers-in-the-court/> to the address below not later than close of business (5:00 p.m.), January 7, 2016. Incomplete submissions will not be considered.

U.S. District Court
Attn: Human Resources, VA 15-15
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