

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



## Vacancy Announcement 16-14

**POSITION:** DEPUTY CHIEF PRETRIAL SERVICES & PROBATION OFFICER (Type II)      **DUTY STATION:** Cleveland

**REPORTS TO:** Chief Pretrial Services & Probation Officer      **SALARY RANGE:** JSP 15 (Target JSP 16) (\$122,015 - \$170,400)

**OPENING DATE:** August 15, 2016      **CLOSING DATE:** Open until filled; First consideration given to applications received by August 26, 2016

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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 with three branch offices, and consists of a total staff complement of approximately 100 employees. The Deputy Chief (Type II) assists the Chief in the administration and management of Federal pretrial services, probation and parole services for the district. Incumbent works for the Chief and for the Court, and is delegated to act as Chief Pretrial Services & Probation Officer in his/her absence.

**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 Deputy Chief (Type II) at the JSP 15 or 16, the candidate must possess seven years of specialized experience, at least one of which must have been at the next lower grade or its equivalent.

**SPECIALIZED EXPERIENCE:** Progressively responsible experience in investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required. 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. Specialized experience must be earned after the bachelor's 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.
- Assists the Chief Pretrial Services & Probation Officer in the formulation, implementation, and modification of pretrial, probation and parole policies in the district.

- 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.
- Provides managerial leadership and skills to formulate and execute initiatives to achieve agency goals, objectives and mission. Build good working relationship with peers, subordinates, and superiors.
- Assists in ensuring statutes, monographs, guidelines, case law, and rules pertaining to federal defendants and offenders are applied and adhered to appropriately.
- Analyzes information and develops proposals for the Chief Pretrial Services & Probation Officer's approval to provide needed services, and implement approved programs.
- Provides technical assistance to the Chief, Supervisory staff, line officers, the court and other judicial personnel regarding programs and services.
- Assists in developing, implementing and enforcing policies and practices to secure staff and physical assets of the office, which may include: procurement of services and goods, human resources, information technology, emergency preparedness and disaster recovery, property management, space and facilities needs, and public relations for the organization.
- Supervises office staff, including review of travel, leave, and scheduling of work hours.
- Prepare, review and execute completion of the annual report, administrative office reports and other related duties as required by the Chief Pretrial Services & Probation Officer and the Court.
- Performs related duties as required by the Chief Pretrial Services & Probation Officer.

*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](http://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, a list of three (3) professional references, and a completed application form AO78, available on the court's web site at [www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov). References and employment history need to include phone numbers for all contacts. Incomplete submissions will not be considered. Candidates should submit these documents not later than close of business (5:00 p.m.), August 26, 2016 to:

**U.S. Pretrial Services & Probation Office  
ATTN: Human Resources Department #16-14  
801 West Superior Avenue, Suite 1-115  
Cleveland, Ohio 44113-1830**

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