

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



## **Vacancy Announcement 15-11**

(Closing Date Extended)

***Open to Judiciary employees only.***

**POSITION TITLE:** U.S. Pretrial Services & Probation  
Officer Specialist

**REPORTS TO:** Supervisory Probation Officer

**DUTY STATION:** Toledo, Ohio

**CLASSIFICATION LEVEL:** 29 (\$66,755 - \$108,538)

**OPENING DATE:** July 24, 2015

**CLOSING DATE:** August 24, 2015

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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.

### **POSITION OVERVIEW**

Major responsibilities include 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.

### **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.

### **POSITION DUTIES AND RESPONSIBILITIES**

- ▶ Incumbent(s) may be assigned to a specific area of specialization, such as Aftercare Treatment, Special Offenders, Computer Crimes, etc.
- ▶ Identifies and evaluates the District's need for specialized programs related to all aspects of Pretrial Services and Probation.
- ▶ Develops proposals for the Chief Probation Officer's approval to provide needed specialized services.
- ▶ Serves as in-house resource for probation staff and the Court regarding high risk/high profile offenders/defendants and specialized needs related to these cases, which may include treatment (substance abuse, mental health, domestic violence, etc.), computer/technology related conditions, risk assessment/control, and/or intensive supervision. Provides consultation service, addresses issues and problems, and implements necessary action.

- ▶ Coordinates and administers the district reference manual for incumbent's areas of specialization, and serves as a member of work groups and/or various teams as appropriate.
- ▶ Supervises offenders with specialized needs and monitors their compliance with release programs. Ability to use techniques and programs related to risk assessment/control and managing non-compliant behavior.
- ▶ Performs line officer responsibilities for offenders or defendants with special needs.
- ▶ Conducts training sessions in specific area of specialization for the Probation staff, including specialized treatment modalities, abuse identification, computer/cybercrime, financial fraud, pornography/sexual offenders, counterfeiting, organized crime, gangs and investigative techniques.
- ▶ May participate in the administration of the aftercare treatment program by identifying, evaluating and monitoring of contract services as required; assumes legal responsibility in enforcing conditions of release imposed by the Courts and the Parole Commission.
- ▶ Represents the Probation Office, Court, and Probation System at meetings, seminars and conferences; makes formal presentations concerning drug and alcohol treatment techniques to community agencies and private organizations.
- ▶ Submits probation and supervised release violation reports to the Court; conducts preliminary and revocation hearings for the U.S. Parole Commission.
- ▶ Completes other duties as assigned or reassignment to other specialist programs based on the needs of the District.

### **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](http://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. 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. 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. Probation Officer may elect to select a candidate from the applicants who responded to the original announcement without posting the position. The 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.), August 24, 2015. Incomplete submissions will not be considered.**

U.S. District Court  
Attn: Human Resources, VA 15-11  
Carl B. Stokes U.S. Court House  
801 West Superior Avenue, Suite 1-115  
Cleveland, OH 44113-1830

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