

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



Vacancy Announcement 16-17

Open to Judiciary employees only.

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

REPORTS TO: Supervisory Probation Officer

DUTY STATION: Toledo, OH

CLASSIFICATION LEVEL: 29 (\$67,537 - \$109,801)

OPENING DATE: October 14, 2016

CLOSING DATE: November 10, 2016

The Northern District of Ohio serves 40 counties. Pretrial Services & Probation Officers provide services to 20 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 approximately 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) is primarily assigned cases related to Special Offenders, but may be assigned any cases in any area of specialization (i.e., Computer Crimes, Aftercare Treatment, Sex Offenders, etc.).
- Perform investigative and supervision responsibilities for offenders/defendants in both general and specialized cases. Conduct investigations and prepare 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.
- Identifies and evaluates the District's need for specialized programs. Develops proposals and programs for Chief Officer's approval to provide needed specialized services. Implements approved service programs.

- Determines and evaluates on an ongoing basis the available resources throughout the district related to special offenders and related programs. Prepares program procedures in written form to ensure overall understanding and consistency within the district.
- Serves as in-house authority and resource to staff and the Court regarding offenders requiring a risk-control approach, such as those involved in organized crime, gangs, domestic or international terrorism, high risk, specialized and/or high-profile cases, history of violence or non-compliant behavior. Provides consultation to staff, judges and attorneys concerning specialized needs and programs. 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.
- Recommend policies and procedures for the district as related to specialized cases, including training practices, managing and assigning caseloads, establishing backups and coverage, alert response protocol, identifying appropriate defendants/offenders, etc. Supervise a specialized high-risk caseload or caseload with other specialized needs.
- Performs line officer responsibilities for offenders or defendants with special needs or with conditions of intensive supervision. Supervises offenders/defendants and monitors their compliance with release programs. Ability to use technique 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.
- Participates in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization.
- Conducts training on programs and trends, risk-control techniques, managing non-compliant behavior, and identification of groups as potentially high-risk to the community. Prepares program documentation (procedures, manuals). Provides updates related to this offender/defendant population, policies and procedures on a regular basis.
- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. 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.
- Provide proposal/recommendations for updates or amendments to conditions of supervision for this special offender population. Perform administrative duties regarding area of specialty. Provide advice, consultation and program vision and direction to the Chief.
- 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 liason with local or national law enforcement, probation or parole agencies regarding risk-control investigation and supervision.
- Maintains knowledge of community groups that may pose a risk to offenders/defendants or the community.
- Performs other duties as assigned.

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. 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.), November 10, 2016. Incomplete submissions will not be considered.**

U.S. District Court, Northern District of Ohio
Attn: Human Resources, VA 16-17
Carl B. Stokes U.S. Court House
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Cleveland, OH 44113-1830

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