

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



## Vacancy Announcement 16-19

Open to Judiciary employees only.

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

**REPORTS TO:** Deputy Chief Pretrial Services &  
Probation Officer

**DUTY STATION:** Cleveland, Ohio

**CLASSIFICATION LEVEL:** 29/30\* (\$70,207- \$134,883)  
*\*Promotion to the CL30 may occur without further competition.*

**OPENING DATE:** October 14, 2016

**CLOSING DATE:** November 3, 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 approximately 100 employees.

### POSITION OVERVIEW

A supervising officer is a first line supervisor responsible for the quantity and quality of pretrial and probation services provided by office staff in the full range of operations (pretrial services, presentence investigations and supervision), requirements, and services to the court and public. The incumbent may also supervise technical and administrative staff.

### REQUIRED EDUCATION

Candidates must possess a 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 pretrial services/probation officer in the U.S. Courts. To qualify at the CL 30 level, candidate must have at least three years of specialized experience, including at least one year as a CL 29 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 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.

### JOB REQUIREMENTS

The following areas of knowledge are essential to this position: broad knowledge of the criminal justice system; knowledge of federal pretrial services, probation and parole legal requirements, policies and procedures; knowledge of sentencing guidelines, Bail Reform Act, 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.

### POSITION DUTIES AND RESPONSIBILITIES

- ▶ Maintains knowledge of federal statutes, sentencing guidelines, and relevant case law.
- ▶ Assigns and schedules investigations, supervision, and other case work to officers and staff under his/her supervision.
- ▶ Certifies staff's time and attendance.
- ▶ Reviews, assigns and evaluates all work in the unit, including presentence investigation, pretrial services investigations, and supervision reports, case records, and correspondence to ensure service delivery to the courts and related agencies, and adherence to office policies and procedures. Ensures recommendations made by officers to the court

adhere to local and national policy and guidelines. Conducts audits and reviews of case work.

- ▶ Confers regularly with staff; provides direction and assistance to officers in case situations and on improving investigative, supervision, writing and oral skills, and with general operational procedures. Assists in the application of the principles of supervision, and application of federal sentencing guidelines and sentencing law.
- ▶ Monitors and manages time and attendance, and evaluates/approves leave requests. Ensures appropriate coverage of office operations and court appearances.
- ▶ Facilitates and supervises specialized programming as needed.
- ▶ Knowledge of office equipment and devices, such as automated on-line data retrieval services, personal computers, digital cameras for image capture and storage. Encourages example and implementation of innovative techniques for cost effective and time saving productivity.
- ▶ May supervise operational and administration staff including planning and organizing workflow, training, directing, coordinating, monitoring, counseling, and motivating employees; and provides evaluation, feedback, recommendations for further training and/or revisions as necessary. Works closely with Deputy Chiefs and Chief insuring compliance with district's policies and procedures.
- ▶ Conducts unit staff meetings to identify performance and operational goals. Challenges and encourages feedback to develop appropriate solutions to insure effectiveness, equity, quality, and productivity. Participates in selection of candidates for vacant positions.
- ▶ Encourages continuing staff development by identifying training needs, assessing performance standards, increasing levels of responsibility in assignments. Provides training and orientation to staff. Serves as a resources for officers and other staff to assist with performing work successfully and efficiently.
- ▶ Evaluates the performance of officers and specialists, insuring accountability and acceptable work performance. Develop and implement training programs for officers and staff. Make recommendations regarding new hires and personnel actions.
- ▶ Supervises field travel of staff, to include review and approval of travel vouchers, and compares as appropriate such travel vouchers to case files and investigative work for accuracy.
- ▶ Performs related duties as required by the Chief U.S. 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. 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 by close of business (5:00 p.m.), November 3, 2016. **Incomplete or late submissions will not be considered.**

U.S. District Court, Northern District of Ohio  
Attn: Human Resources, VA 16-19  
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Cleveland, OH 44113-1830

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