

U.S. District Court
Northern District of Ohio
U.S. Pretrial Service & Probation Office



Career Opportunity
VA #18-12 Revised

**Assistant Deputy Chief U.S. Pretrial
Services & Probation Officer**

Location: Cleveland, Ohio

Reports to: Chief U.S. Pretrial Services
& Probation Officer

Position Type: Full-time permanent

Area of Consideration: All qualified applicants

Classification: CL30 to CL31
(Promotion potential to CL31 without further competition)

Salary Range: \$ 85,845 - \$ 164,100

Posted: May 3, 2018

Closes: Open until filled. First consideration will
be given to applications received by June 15, 2018

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, two senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Pretrial Services & Probation Office has an opening for an Assistant Deputy Chief U.S. Pretrial Services & Probation Officer, with duty station in Cleveland.

POSITION SUMMARY:

The Assistant Deputy Chief U.S. Pretrial Services & Probation Officer primarily assists the Chief and Deputy Chief in administration and management within the district. As an integral part of the organization's executive management and leadership teams, the incumbent will demonstrate progressively responsible experience and knowledge in presentence investigation, federal correctional rehabilitation programs and services for adult offender populations, and agency operations as assigned by the Chief and Deputy Chief.

REPRESENTATIVE DUTIES

This is a senior-level management position that is under the direction of the Chief and Deputy Chief. The position entails administration and managerial functions that include but are not limited to:

- Oversees and manages activities within one or more probation offices. Manages, develops, and mentors supervisory officers and support staff, including establishing standards, implementing and evaluating evidence-based programs, evaluating performance, handling disciplinary actions, and recommending new hires, personnel actions, and terminations. Oversees the daily operation of the department, including establishing priorities and setting deadlines. Conducts staff meetings and communicates operational status and relevant information to supervisors and staff.
- Manages administrative aspects of office operations, such as evaluating and approving leave requests, and procuring office equipment and resources. Determines office needs, including personnel needs, space requirements, fiscal needs, etc.
- Completes periodic status reports within the required time frames. Reviews and approves financial reports, including agency expenditures. Ensures that statutes, regulations, and guidelines pertaining to federal offenders' pre-sentence matters are applied and adhered to. Ensures that supervisors understand federal and Administrative Office policies and procedures.

- Facilitates, mediates, and negotiates complex and sensitive matters with judges, managers, unit executives, and staff.
- Assists other senior managers and the unit executive with making operating decisions, including allocating resources, developing policies and strategies, and initiating new programs. Meets with other senior management and executives to review budget allocations, supervision issues, and policy developments.
- Travels to district branch offices to assess and evaluate activities among offices.
- Establishes and monitors programs which implement change management and quality control techniques.
- Organizes work processes to optimize the use of time and resources, ensuring results meet expectations.
- Uses statistical reports to monitor the management of cases and take appropriate action. Serves as liaison between staff and the court or related agencies, as applicable.
- Communicates and responds to requests from upper management regarding divisional operations, keeping them well-informed. Ensures employees receive process, policy, and procedural systems training, including initial, updated, or remedial training. Ensures supervisory coverage through effective delegation of authority.
- Reviews and edits written work (including case plans, correspondence, and reports that are submitted to the court), ensuring that recommendations made by supervisors or officers to the court adhere to local and national policy and guidelines. Develops short-term and long-range workforce plans. Ensures adequate coverage for office activities, court appearances, etc. Conducts audits and reviews of case work. Analyzes management reports for efficient distribution of work. Establishes schedules and deadlines for completion of work.
- Ensures the expeditious handling of investigative work for the courts, institutions and parole authorities and the effective supervision of offenders in the community. Establishes and maintains cooperative relationships with other US Probation & Pretrial Offices and allied agencies to assure all requests for assistance are met promptly and effectively.
- Communicates clearly and effectively, both orally and in writing. Explains complex information, concepts, rules, and regulations to individuals and groups with varying experience and backgrounds, including counsel, law enforcement, and collateral agency personnel at different government levels, community service providers, and offenders.
- Complies with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrates sound ethics and good judgment at all times. Handles confidential information in a careful and deliberate manner.
- Monitors the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring contract terms are met, and completing related activities.
- May perform any or all duties of a probation officer, including investigating and/or supervising offenders.
- Performs all other duties as required or assigned by the Chief Pretrial Services & Probation Officer.

QUALIFICATIONS: (Qualifications must be met at the time of application)

To qualify for this managerial position, an applicant must possess the following:

- Completion of 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 is preferred.
- At least three (3) years of specialized experience (obtained after completion of a bachelor's degree), one of which must have been at the next lower grade level or its equivalent and as a federal law enforcement officer of the court.
- At least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and a

thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

SPECIALIZED EXPERIENCE:

Specialized experience is defined as progressively responsible experience, gained after completion of a Bachelor's degree in the investigation, supervision, counseling and guidance of offenders in probation, pretrial or community corrections. **(Experience as a police, custodial, or security officer does not qualify as specialized experience.)**

COURT PREFERRED SKILLS

The following qualifications, skills and experience are strongly preferred but not required:

- A graduate degree in a closely related field from an accredited university.
- Skill and experience in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, influence decision makers, and strive for high level achievement.
- Ability to exercise discretion and sound judgement, maintain confidentiality, foster high ethical standards and demonstrate integrity in meeting the District's vision, mission and goals.
- Direct management experience in developing, implementing, administering and evaluating comprehensive results-oriented evidence based programs, practices, and policies.
- Significant project management experience with the ability to lead major change initiatives and multiple projects simultaneously with limited supervision.
- Ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.
- Excellent organization and time management skills with the ability to balance the demands of a varying workload responsibilities and deadlines.
- Familiarity with budget principles, financial management, information technology and human resource functions.
- Experience with creating an organizational community that supports, values, and builds members of the organization.
- Ability to travel frequently and must be available beyond a standard 40 hour work week when necessary.
- Participation in the Federal Judicial Center's Leadership Program. If the successful candidate has not completed this program, or a similar leadership/management program, they will be required to apply for such a program at the earliest opportunity following selection.

BACKGROUND INVESTIGATIONS, DRUG SCREENING AND PHYSICAL/MEDICAL REQUIREMENTS

This position is a federal law enforcement position and incumbent is covered by all background investigations, workplace drug screening, physical and medical requirements established for this position. These requirements and the essential job functions derived from the medical guidelines for probation officer assistants and probation officers are available for public review at <http://www.uscourts.gov>.

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, financial, and employment record checks will be conducted. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. The U.S. Pretrial Services & Probation Office reserves the right to assign/reassign an employee to any location within the Northern District of Ohio based on the needs of the agency. Travel within the state may be required.

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.

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.

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to apply@ohnd.uscourts.gov. ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

- Subject of Email should read: **Vacancy 18-12 Assistant Deputy Chief U.S. Probation Officer.**
- Cover Letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- List of three (3) professional references.
- Copy of college transcripts.
- Copy of most recent performance evaluation.
- Completed Employment application (AO78) found at this link:
<http://www.ohnd.uscourts.gov/careers>.

Those candidates invited for interviews will be required to complete, in writing, a series of questions to be submitted prior to the interview. The questions will be provided at the time the interview is scheduled.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Application packets received not later than the close of business (5:00 p.m. EST), on June 15, 2018 will be given first consideration. All requested documentation must be provided in order to be considered for this position.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, and are considered “at will” and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.