



# UNITED STATES PRETRIAL SERVICES AND PROBATION Northern District of Ohio

Sara Lioi, Chief Judge | Suzanne Evans, Chief U.S. Pretrial Services & Probation Officer

## NOTICE OF VACANCY

### U.S. PRETRIAL SERVICES & PROBATION OFFICER SPECIALIST (ATS) VACANCY #24-13

<b>Duty Station:</b>	Cleveland	<b>Posted:</b>	March 27, 2024
<b>Status:</b>	Full-Time Permanent	<b>Reports To:</b>	Supervisory U.S. Pretrial Services & Probation Officer
<b>Classification:</b>	CL 29		
<b>Salary Range*</b>	\$86,393 - \$140,419		

*\*Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.*

**Closing Date:** *Open Until Filled. First consideration will be given to submissions received by April 10, 2024.*

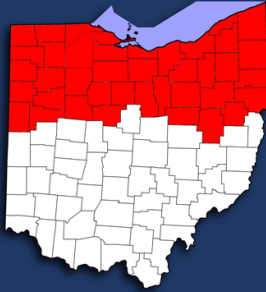
#### POSITION OVERVIEW:

The Pretrial Services & Probation Officer Specialist must have a proven record of outstanding community supervision, a thorough knowledge of policies and procedures related to the core functions of the organization, and a history of quality, timely work. They manage a caseload that includes a significant proportion of persons on supervision/defendants of a specialized type and serve as local experts for these cases. The Pretrial Services & Probation Officer Specialist performs duties that involve complex, high-risk issues, such as mental health treatment, substance and/or alcohol abuse, sex offenses, computer-related crimes, financial crimes and/or cases with location monitoring conditions, as well as other identified risks. This position is responsible for matters relating to the effective supervision of pretrial services clients, probationers, supervised releasees, and/or parolees. Specialists must be skilled officers as they are often called upon to supervise the most challenging cases within their areas of expertise to include, but not limited to, high risk, special needs, or high-profile cases. This position will initially be assigned primarily an aftercare treatment caseload.

The Pretrial Services & Probation Officer Specialist, in addition to performing the duties of a line officer, is responsible for the oversight and development of other officers and could be assigned to any specialty within the district as directed by the Chief U.S. Pretrial Services & Probation Officer.

The Pretrial Services and Probation Officer Specialist will serve as a consultant in their area of expertise, which includes maintaining up-to-date knowledge of research, technology, and techniques. Specialists also partner in the case assessment and planning process. In this role, specialists work to develop and assess the quality of community resources, assist in developing policies and proposals for district consideration; serve as a liaison to other agencies, train, and mentor staff. In addition, they are proactive in identifying the needs within the district, which will allow for more effective supervision strategies.

801 West Superior Avenue  
Cleveland, Ohio 44113  
[www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov)



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

*“Working Together,  
Making a Difference,  
Changing Lives”*

## HOW TO APPLY

Applicants must submit ONE PDF document to [apply@ohnd.uscourts.gov](mailto:apply@ohnd.uscourts.gov) containing the following:

**Subject of Email: VA 24-13**

- Cover Letter
  - Your skills and experience, with an explanation of how those skills and experience may contribute to the organization.
  - How your overall experience and preparation relates to the stated duties and responsibilities.
  - A summary of continued education coursework taken to remain abreast of issues in aftercare treatment and/or evidence-based practices; and
  - Any other educational efforts or other steps taken to prepare you for enhanced leadership roles.
- Resume
- Three professional references with contact information
- Copy of college transcripts
- Copy of recent performance evaluation
- Application for Federal Judicial Branch Employment found [HERE](#)

*\*Due to the high sensitivity of this position, the optional background questions (18-20) on the AO 78 Application must be answered.*

## POSITION OVERVIEW CONTINUED:

This is a leadership position within the district that demands integrity, initiative, teamwork, creativity, flexibility, dedication, diversity and inclusion, forward thinking and loyalty to the district's mission.

The incumbent must carry at least a 50 percent caseload, spending at least 50 percent of their time working with persons under supervision.

This position is considered hazardous duty, which requires irregular work hours, to include nights, weekends, and holidays. This position also requires frequent travel to divisional offices.

## DUTIES AND RESPONSIBILITIES:

- Incumbent(s) may be assigned to a specific area of specialization, such as Sex Offenders/Special Offenders, Location Monitoring/Electronic Monitoring, Aftercare Treatment, Workforce Development, etc., or a combination of specializations.
- Perform investigative and supervision responsibilities for persons on supervision/defendants in both general and specialized cases. Conduct investigations and prepare reports for the court with recommendations, which requires interviewing persons on supervision/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.
- Identifies and evaluates the District's need for specialized programs. Develops proposals and programs for Chief Officer's approval to provide needed specialized services. Manages assigned programs/projects.
- Serves as in-house authority and resource to staff and the Court regarding persons on supervision requiring a risk-control approach. 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.
- Performs line officer responsibilities for persons on supervision/ defendants with special needs or with conditions of intensive supervision. Supervises persons on supervision/defendants and monitors their compliance with release programs. Ability to use techniques and programs related to risk assessment/control and managing non-compliant behavior. Assumes responsibility enforcing conditions of release imposed by the Courts and the Parole Commission.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of persons on supervision/defendants in area(s) of specialization.
- Conducts training on risk-control techniques, managing non-compliant behavior, specialized programs, and identification of groups as potentially high-risk to the community. Prepares program documentation (procedures, manuals). Provides updates related to policies and procedure on a regular basis.

## CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Selected candidate must successfully complete an FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.
- Employment is considered provisional until the background check is successfully completed.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll. The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.

## DUTIES AND RESPONSIBILITIES CONTINUED:

- Track developments in the law and update staff and the court as appropriate. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with persons under supervision 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.
- Represents the organization and Court at meetings, seminars and conferences when determined appropriate. Acts as liaison with local or national law enforcement, probation or parole agencies regarding risk-control investigation and supervision.
- Complies with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrates sound ethics and judgment. Handles confidential information in a careful and deliberate manner.
- Performs other duties as required by the Chief U.S. Pretrial Services & Probation Officer.

In addition to the duties and responsibilities listed above, the U.S. Pretrial Services & Probation Officer Specialist is responsible for a specialized caseload. The following area of specialization is currently being filled:

### DRUG & ALCOHOL AFTERCARE TREATMENT:

- Determines and evaluates on an ongoing basis the available resources through the district related to drug aftercare and related programs. Monitors referrals for treatment services by officers. Prepares program procedures in written form to ensure overall understanding and consistency within the district regarding high risk/high profile and intensive supervision cases.
- Addresses substance abuse, mental health, domestic violence, and similar problems for offenders/defendants and implements the necessary treatment of violation proceedings, through assessment, monitoring, and counseling.
- Negotiates, secures, and monitors contracts for specialized services while adhering to procurement and contracting guidelines and requirements. Maintains regular contact with contract providers to ensure compliance with contractual agreements. Monitors to ensure accurate submission of billing documents from the providers to ensure appropriate disbursement of funds. Acts as liaison between the treatment providers and the U.S. Pretrial Services & Probation Office.
- Serves as in-house authority and resource to staff and the Court regarding treatment of substance abuse and mental health persons under supervision/defendants. Provides consultation to staff, judges and attorneys concerning specialized needs and programs. Serve as resource in identifying and investigating violations related to these specialized cases and provides guidance and assistance with implementation of appropriate alternatives and sanctions.

## JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Fitness center

## QUALIFICATIONS:

**(Qualifications must be met at the time of application)**

### **Minimum:**

- To qualify at the CL 29 level, candidate must meet all requirements of a federal law enforcement officer and have at least three years of specialized experience, including at least one year as a Pretrial Services/Probation officer in the U.S. Courts.

### **Specialized Experience:**

- Specialized experience is progressively responsible experience gained after completion of a qualified bachelor's degree in such fields as probation, pretrial services, parole, criminal investigations, or work in substance/addiction treatment.
- **(Experience as a police officer, custodial, or security officer does not qualify as specialized experience.)**

## OTHER:

Due to the high volume of applications received, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

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.

***Internal applicants should receive an email within two (2) business days confirming receipt of their documentation. If no email is received, please contact Human Resources at 216-357-7120.***