



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- 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 investment program with up to 5% match
- Fitness Center

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO VA 24-02

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

LOCATION: Cleveland, Akron,
Toledo, Youngstown

REPORTS TO: Chief U.S. Pretrial
Services & Probation Officer

STATUS: Full-time permanent

CLASSIFICATION: CL30 (Target CL31) *
(Promotion to higher level without further
competition)

POSTED: November 16, 2023

TARGET RANGE: \$93,102 - \$183,500

CLOSING DATE: Open Until Filled. **First consideration will be given to applicant packets received by Friday, December 15.**

Position Overview:

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 pretrial services, presentence investigations, post-conviction supervision, rehabilitation programs, and agency operations as assigned by the Chief and Deputy Chief.

Duties and Responsibilities:

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.

Assistant Deputy Chief U.S. Pretrial Services & Probation Officer (VA 24-02)

How to Apply: Applicants must submit **ONE PDF** document containing the following to

Apply@OHND.uscourts.gov

- Letter of Interest (not to exceed two pages) that outlines your qualifications and leadership philosophy as it relates to performing the duties of the Assistant Deputy Chief Pretrial Services & Probation Officer position.
- Resume
- Three professional references with contact information
- Copy of college transcript(s)
- Copy of recent annual performance evaluation
- Application for Federal Judicial Employment found at:
 - <https://www.ohnd.uscourts.gov/careers>

- Ensures that statutes, regulations, and guidelines pertaining to federal 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 clients 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 persons under supervision.
- Complies with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Always demonstrates sound ethics and good judgment. 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.

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Conditions of Employment:

Applicants must be U. S. citizens or eligible to work without restriction in the United States.

- 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 any time.
- 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.
- Employees are required to use direct deposit for payroll.
- The organization reserves the right to assign/reassign and employee to any location within the district based on the needs of the organization.

- May perform any or all duties of a probation officer, including investigating and/or supervising persons under supervision.
- Performs all other duties as required or assigned by the Chief Pretrial Services & Probation Officer.
- Foster teamwork and collaboration among supervisors and staff to achieve common goals. Assist in promoting and maintaining office culture and conditions that encourage staff loyalty, teamwork, enthusiasm, diversity and inclusion, and morale.

Qualification Requirements:

(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 for CL30 and four (4) years for CL31 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 Pretrial Services/Probation Officer in the U.S. Courts.
- 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.
- The selected candidate must complete the New Deputy Court Unit Executive Program within one (1) year of being appointed.

Specialized Experience:

Specialized experience is defined as progressively responsible experience in investigation, supervision, counseling, and guidance of persons under supervision in community correction or pretrial programs. 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. Specialized experience must be earned after the bachelor's degree has been granted.

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.

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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.

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

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.

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- 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 forty (40) hour work week when necessary.

