

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



Career Opportunity
VA #18-27

U.S. Pretrial Services & Probation Officer Specialist

LOCATION: Cleveland, Akron, OH

REPORTS TO: Supervisory Probation Officer

CLASSIFICATION LEVEL: CL29

SALARY RANGE: \$ 72,629 - \$118,091

Up to four (4) positions may be filled

OPENING DATE: 12/17/2018

CLOSING DATE: Opened until filled. First
Consideration given to applicants received by 01/11/2019

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 immediate opening for up to four (4) Officer Specialists in our Cleveland and Akron offices. This vacancy is available as a transfer opportunity for officers in the judiciary, however, preference will be given to candidates in this district.

The Pretrial Services & Probation Officer specialist may be assigned duties and cases in any general and/or specialized area, or any combination of specialized cases. Initially, the specialized areas for cases to be assigned will be aftercare treatment, special offender/sex offender, location monitoring, and workforce development.

POSITION SUMMARY:

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 offenders/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.

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

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

Completion of a Bachelor's degree from an accredited college or university with major in the areas of criminal justice, criminology, psychology, sociology, human relations, business or public administration is required. An advanced degree in a field closely related to the position is highly preferred.

REQUIRED EXPERIENCE:

To qualify at the CL29 level, candidate must have at least three (3) years of specialized experience, **including at least one year (52 weeks) as a CL28 federal pretrial/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, custodial, or security officer, other than any criminal investigative experience, is not creditable.

GENERAL DUTIES AND RESPONSIBILITIES:

- Incumbent(s) may be assigned to a specific area of specialization, such as Special Offenders, Location Monitoring/Electronic Monitoring, Aftercare Treatment, Workforce Development, etc., or a combination of specializations.
- 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, statues, 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 offenders 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 offenders/defendants with special needs or with conditions of intensive supervision. Supervises offenders/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 offenders/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. Tracks developments in the law, and updates staff and the Court. Conducts training sessions on programs and trends in area(s) of specialization.
- Submits pretrial, probation and supervised release violation reports to the Court; conducts preliminary and revocation hearings for the U.S. Parole Commission.
- Perform administrative duties regarding area(s) of specialization. Provide advice, consultation and program vision and direction and make proposals to the Chief Officer or his/her designee.

- Represents the U.S. Pretrial Services & Probation Office and the 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.
- Performs other duties as assigned. May be reassigned to other specialized duties as directed 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 may be responsible for any of the following duties as described below. This is a list of representative duties and may not include all duties performed by this position.

ELECTRONIC MONITORING/LOCATION MONITORING:

- Determines and evaluates on an ongoing basis the available resources throughout the district in regards to utilization of home confinement/location monitoring and related programs and conducts training for staff. 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 location monitoring. Provides training for EM/LMP initiation, set-up, policies/protocols, and monitoring.
- Monitors all district location monitoring cases for policy and court ordered compliance and acts as liaison with the EM/LMP vendors who provide the equipment and monitoring service for the district and its officers.
- 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. Order and maintain equipment inventory. Notify officers of offenders who are not compliant with self-pay.
- Recommend policies and procedures for the district as to EM/LMP cases, including training practices, managing and assigning caseloads, establishing backups and coverage, alert response protocol, identifying appropriate defendants/offenders, etc.

SPECIAL OFFENDERS:

- Determines and evaluates on an ongoing basis the available resources through the district related to special offenders and related programs, including sex offenders. Prepares program procedures in written form to ensure overall understanding and consistency within the district regarding high risk/high profile and intensive supervision cases.
- 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, sex offenses, 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. 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.
- 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.

DRUG & ALCOHOL AFTERCARE TREATMENT:

- Determines and evaluates on an ongoing basis the available resources throughout the district in regards to drug aftercare and related programs. Monitors referrals for treatment services by officers.

- Addresses substance abuse, mental health, domestic violence, and similar problems for offenders/defendants and implements the necessary treatment or 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 offenders/defendants.

WORKFORCE DEVELOPMENT:

- Determines and evaluates on an ongoing basis the available resources throughout the district in regard to offender/defendant employment assistance, GED, vocational training, community services/resources, and serves as point of contact for the District in the federal partnership for Defendant/Offender Workforce Development.
- Develops and prepares grants to support specialized programs and written procedures to ensure overall understanding and consistency of programs/procedures within the district. Researches, writes/prepares and pursue grants and other sources to support the programs.
- Maintains knowledge of community resources, job market and technology trends related to specialized area. Develops outreach programs in cooperation with counseling services, educational institutions, and employers to ensure the maximum assistance to offenders who have completed or are participating in vocational rehabilitation programs. Instruct offenders in areas related to obtaining employment. Conducts job fairs and events and maintains relationships with employers.
- Serves as in-house authority and resource to staff and the Court regarding all aspects of employment assistance, GED, vocational training, community services and reentry. Achieve and maintain certifications.
- Support specialized initiatives such as Reentry Court, STARR, etc. as required by the Chief Probation Officer.

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. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. 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.

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 18-27 U.S. Probation Officer Specialist.**
- Cover Letter addressing your particular skills and experience, with an explanation of how those skills and experience may contribute to the organization. Include location and specialization preference.
- Current Resume. Include three (3) professional references.
- Copy of most recent performance evaluation.
- Completed Employment application (AO78) found at this link: <http://www.ohnd.uscourts.gov/careers>.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on January 11, 2019. 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.