

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



Career Opportunity
VA #20-11

**U.S. Pretrial Services & Probation Officer Specialist
(Sentencing Guidelines)**

LOCATION: Cleveland, Akron,
Toledo, Youngstown, OH

REPORTS TO: Supervisory Probation Officer

CLASSIFICATION LEVEL: CL29

SALARY RANGE: \$72,975 - \$123,595

OPENING DATE: June 11, 2020

CLOSING DATE: Opened until filled. First consideration given to applicants received by July 2, 2020

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, four 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 an Officer Specialist (Sentencing Guidelines). The position may be located in any duty station in our District.

POSITION SUMMARY:

The Officer Specialist (Sentencing Guidelines) serves as the district's authority on presentence investigations and sentencing guidelines. This position is responsible for matters relating to the effective supervision of pretrial services clients, probationers, supervised releases, and/or parolees with specialized issues, complicated, complex financial crimes, or multi-defendant cases, including white collar criminals, corporations, protected witnesses, organized crimes and other cases of notoriety which pose a unique threat to the public safety.

REPRESENTATIVE DUTIES:

The Sentencing Guidelines Specialist has a variety of duties and responsibilities that include but are not limited to the following:

- Perform investigative and supervision responsibilities for defendants/offenders in both general and specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/defendants and their families and 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 in the area of specialization.
- Serve as consultant, resource and expert to the court, line officers, and staff in specialized cases, including complex financial crimes, the assessment of liabilities, and the imposition and collection of monetary penalties.
- Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with special needs.
- 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 of specialization.

Provide management and staff with ongoing updates related to changes with this offender/defendant population.

- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders 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.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Serve as district authority on sentencing and sentencing guidelines issues. Maintain current knowledge of case law and Sentencing Commission, Administrative Office, and local policies and procedures pertaining to sentencing. Maintain up-to-date district-wide resource materials relating to the sentencing process.
- Train district staff, law enforcement agencies, U.S. Attorney's staff, and/or defense attorneys on sentencing guidelines and sentencing matters, including new developments in sentencing issues, guideline amendments, case law, etc.
- Serve as the lead with district presentence groups by conducting regularly scheduled meetings. Complete presentence investigations for cases involving extremely complex issues and/or cases of unusual notoriety (e.g., white collar, organized crime, large conspiracy drug cases, and criminal organizations).
- Conduct the investigation on the lead and/or the "most culpable" defendant in multi-defendant cases and coordinate the preparation of the offense conduct section of the presentence reports in applicable cases. Coordinate the preparation of the victim impact portion of the presentence report in multi-defendant cases when assigned lead responsibilities in such cases.
- Serve as an expert in the use of Westlaw and Lexis and act as trainer for district staff in research procedures. Serve as district representative/liaison with Westlaw and Lexis.
- Serve as a consultant to presentence officers as problems arise during an investigation and/or during preparation of a presentence report, in the absence of, or at the request of a SUSPO.
- Demonstrate and maintain proficiency in financial investigation techniques and assist other officers with these matters, as requested. Maintain resource materials for the district relating to financial investigations. Train district staff on financial matters.
- Update policy and procedures related to the investigation and preparation of presentence reports and provide related training to staff at least annually.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Participate in the administrative planning of specialized caseloads. Provide advice, consultation and program vision and direction and make proposals to the Chief.
- Perform other duties as assigned.

Pretrial Services & Probation Officer 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. 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.

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 20-11 U.S. Probation Officer Specialist.**
- A cover letter (not to exceed four pages), which includes a concise description of the following:
 - Your skills and experience, with an explanation of how those skills and experience may contribute to the organization. Include location preference.
 - 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 sentencing guidelines and/or evidence-based practices; and
 - Any other educational efforts or other steps taken to prepare you for enhanced leadership roles.
- 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 July 2, 2020. 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.