

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



Career Opportunity
VA #20-29

U.S. Pretrial Services & Probation Officer Specialist

LOCATION: Youngstown, OH

REPORTS TO: Supervisory Probation Officer

CLASSIFICATION LEVEL: CL29

SALARY RANGE: \$72,975 - \$118,613

OPENING DATE: December 4, 2020

CLOSING DATE: Opened until filled. First consideration given to applicants received by December 21, 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 in our Youngstown office. 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 this position will be assigned primarily special offender/sex offender cases.**

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 persons under 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. This position is responsible for matters relating to the effective supervision of pretrial services clients, probationers, supervised releasees, and/or parolees who are high risk, special needs or high profile cases. The incumbent will assist in developing and implementing programs for the investigation and supervision of sex offenders, and must be knowledgeable of current computer monitoring programs.

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 work of a Pretrial Services & Probation Officer Specialist assists management, officers, the Court, the community, defendants, and persons under supervision by providing daily leadership, direction and feedback to officers and by developing specialized programs. 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 relation 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 may be assigned to a specific area of specialization, such as Special Offenders, Sex Offenders, Electronic Monitoring, Aftercare Treatment, etc., or a combination of specializations.
- Perform investigative and supervision responsibilities for persons under supervision/defendants in both general and specialized cases. Conduct investigations and prepare reports for the court with recommendations, which requires interviewing persons under 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, 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.
- Serves as in-house authority and resource to staff and the Court regarding persons under 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 under supervision/defendants with special needs or with conditions of intensive supervision. Supervises persons under 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 under supervision/defendants in area(s) of specialization.
- Conducts training on 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 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.
- 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.
- Maintains knowledge of community groups that may pose a risk to persons under supervision/defendants or the community.

- 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.

SPECIAL OFFENDERS/SEX OFFENDERS:

- Determines and evaluates on an ongoing basis the available resources through the district related to special persons under supervision and related programs. Prepares program procedures in written form to ensure overall understanding and consistency within the district regarding high risk/high profile and intensive supervision cases.
- Researches, recommends and evaluates investigation and supervision practices related to management of defendants and persons under supervision charged with sexual offenses. Maintains current knowledge of evolving sex offender management techniques, to include Global Position Satellite, home confinement technologies, polygraph testing, treatment modalities and computer monitoring/forensics technologies.
- Accurately assess a client's risk to reoffend, development appropriate treatment and supervision plans, focusing on clients' risk factors, clinical needs, strengths, and risk management strategies.
- Serves as in-house authority and resource to staff and the Court regarding persons under supervision 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.
- Serves as liaison to the Bureau of Prisons and community corrections centers for persons under supervision with sex offenses.
- 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 persons under supervision/defendant population, policies and procedures.

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 persons under supervision 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/persons under supervision, etc.

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 persons under supervision/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 persons under supervision/defendants.

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 20-29 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.
 - 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 evidence-based practices; and
 - Any other educational efforts or other steps taken to prepare you for enhanced leadership roles.
- Current Resume. Include contact information for three (3) professional references.
- Copy of last two performance evaluations.
- 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 December 21, 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.