



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

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 21-05

## U.S. Pretrial Services & Probation Officer Assistant

**LOCATION:** Cleveland, Ohio

**REPORTS TO:** Supervisory U.S. Pretrial Services & Probation Officer

**STATUS:** Full-time permanent

**CLASSIFICATION:** CL 23/CL24

**POSTED:** March 4, 2021

**SALARY RANGE:** \$36,413 - \$65,546

**CLOSING DATE:** Open Until Filled. First consideration will be given to applicant packets received by Thursday, March 18, 2020.

### Position Overview

The U.S. Pretrial Services & Probation Officer Assistant serve in a judiciary law enforcement position, under the direction and guidance of a supervisor and probation officers. Incumbent provides technical support and assistance to officers in a wide range of areas, including but not limited to compiling information for investigations, assisting with and supervising defendants/and or persons under supervision, preparing and drafting reports and correspondence. (Classification based on education & experience. Promotion potential to CL23 without further competition.)

**Duties and Responsibilities** include, but are not limited to the following:

- Under the guidance and direction of an officer, supervise an administrative and low-risk caseload of defendants and/or persons under supervision, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records.
- Assist probation/pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities. Enter data and information into the office's computerized database system.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding persons under supervision /defendants, following established practices and protocols.

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How to Apply:

Applicants must submit ONE PDF document containing the following to

[Apply@OHND.uscourts.gov](mailto:Apply@OHND.uscourts.gov)

- Cover Letter
- Resume
- Three professional references with contact information
- Copy of college transcripts
- Application for Federal Branch Employment found at:

<https://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Conditions of Employment:

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

- Prepare and update case files and reports investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Format, type, and edits reports prepared by officers.
- Schedule and conduct urinalysis tests of persons under supervision /defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Inform officers regarding test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system.
- Ensures compliance with national and local policies, procedures, and guidelines.
- Always demonstrates sound ethics and good judgment.
- Travel within and outside the district/state may be required.

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

**Minimum:**

- High School graduation or equivalent and two years of general experience (for CL23)
- One year of specialized experience equivalent to work at the CL23 level.

**Preferred:**

- 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 or coursework toward completion of an advanced degree is also preferred.

***Because this is a law enforcement position in the judiciary, probation officer assistants are also required to meet the physical and maximum entry age requirements noted below.***

**SPECIALIZED EXPERIENCE** is defined as progressively clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

**EDUCATIONAL SUBSTITUTIONS:** Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

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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.

**PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:** The duties of probation officers require investigating and supervising persons under federal supervision who present physical danger to officers and to the public. Because officers must effectively deal with physical attacks and are subject to moderate arduous physical exertion, applicants must be physically capable to do field work and possess a valid driver's license. First-time appointees must not have reached their 37<sup>th</sup> birthday at the time of appointment.

**BACKGROUND INVESTIGATIONS, DRUG SCREENING AND MEDICAL REQUIREMENTS:** Prior to appointment, the selectee considered for this position will undergo a complete background investigation, medical examination, and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, employees are subject to on-going random drug screening and updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for probation officer assistants and probation officers are available for public review at <http://www.uscourts.gov>.