



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 21-14

## U.S. Pretrial Services & Probation Officer

**LOCATION:** Toledo, Ohio

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

**STATUS:** Full-time permanent

**CLASSIFICATION:** CL25/27(Target CL28)

**POSTED:** May 12, 2021

**SALARY RANGE:** \$44,528 - \$100,739

**CLOSING DATE:** Open Until Filled. First consideration will be given to applicant packets received by Tuesday, June 1, 2021.

### Position Overview

The U.S. Pretrial Services & Probation Officer serves in a judiciary law enforcement position. Officers encourage long term positive change for the individuals they serve by fairly administering justice and providing investigative and supervision services while protecting the community.

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

Officers conduct investigations and prepare reports, investigate the offense as well as defendants' background for sentencing. The preparation of these reports requires interviewing persons under supervision/defendants and their families, investigating of the offense of conviction, prior record, and financial status of defendants. Other contacts may include the home, community, employers, law enforcement agencies, attorneys, victims of crimes, and other civic or community agencies. An integral part of the sentencing process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Officers make recommendations on sentencing. Following disclosure of the report, the officer analyzes any objections and determines an appropriate course of action, including resolving disputed issues and/or presenting unresolved issues to the Court. Officers monitor and supervise defendants and persons under Federal supervision, enforce court conditions, and provide treatment opportunities for positive lifestyle changes. Officers perform any other related duties required by the Court or the Chief Probation Officer.

In conducting supervision activities, the officer addresses persons under supervision adherence with the conditions of supervision, the reduction of risk to the community, and correctional treatment. The officer also maintains personal contact with persons under supervision through contacts in the office and in the community; investigates employment, sources of income,

## U.S. Pretrial Services & Probation Officer (VA 21-14)

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

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

- Cover Letter addressing skills and experience (Include VA 21-14 in Subject of Email)
- Resume
- Three professional references with contact information
- Copy of college transcripts
- Copy of recent performance evaluation
- Application for Federal Judicial 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.

lifestyle and associates to assess risk and compliance; is responsible for detection of substance abuse, assessment and counseling; addresses substance abuse, mental health, domestic violence, and areas of concern; refers persons under supervision for medical, psychological, employment/training, or drug treatment depending on identified needs; investigates violations of the conditions of supervision and implements appropriate alternatives and sanctions. As necessary, the officer prepares fact-based reports for the court or parole authorities, which may include interpretation of U.S. Sentencing Commission revocation guidelines, making recommendations for disposition; and testifying at court and parole hearing. Further, the officer interacts with organizations such as the U.S. Parole Commission, Bureau of Prisons, military parole authorities, and attorneys concerning client supervision conditions. Travel within and outside the district/state may be required.

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

#### **Minimum:**

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 **is required**. An advanced degree is preferred.

#### **SPECIALIZED EXPERIENCE:**

To qualify for the CL25 level, applicant must have at least one year of specialized experience, which is defined as progressively responsible experience, gained after completion of a Bachelor's degree in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. **(Experience as a police, custodial, or security officer does not qualify as specialized experience.)**

#### **EDUCATIONAL SUBSTITUTIONS:**

Completion of the requirements for a bachelor's degree from an accredited college or university **and one of the following superior academic achievement requirements may be substituted for one year of specialized experience at the CL25 level:**

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

U.S. Pretrial Services &  
Probation Officer (VA 21-14)

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>.