



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 21-33

## U.S. Pretrial Services & Probation Officer Specialist Workforce Development Specialist (Cleve); Special Offender Specialist (Akron)

**LOCATION:** Cleveland, Akron, OH

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

**STATUS:** Full-time permanent  
(Up to three (3) positions may be filled)

**CLASSIFICATION:** CL29  
(Promotion to higher level without further competition)

**POSTED:** August 24, 2021

**SALARY RANGE:** \$76,788 - \$124,851

**CLOSING DATE:** Open Until Filled. *First consideration will be given to applicant packets received by Tuesday, September 7, 2021.*

*PLEASE INDICATE THE SPECIALIZATION PREFERRED IN YOUR COVER LETTER.*

### POSITION OVERVIEW

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 on 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, 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

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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 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.
- 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.

assessment and planning process. In this role, specialists work to develop and assess the quality of community resources, assist in developing 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, diversity and inclusion, forward thinking and loyalty to the district's mission.

The incumbent must carry at least a 50 percent caseload, spending at least 50 percent of their time working with persons under supervision.

This position is considered hazardous duty, which requires irregular work hours, to include nights, weekends, and holidays. This position also requires frequent travel to divisional offices.

**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 persons on supervision/defendants in both general and specialized cases. Conduct investigations and prepare reports for the court with recommendations, which requires interviewing persons on 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. Manages assigned programs/projects.
- Serves as in-house authority and resource to staff and the Court regarding persons on 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 on supervision/ defendants with special needs or with conditions of intensive supervision. Supervises persons on 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 on supervision/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.

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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.

**GENERAL AND RESPONSIBILITIES (continued)**

- Track developments in the law and update staff and the court as appropriate. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with persons under supervision 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.
- Represents the organization and 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.
- Complies with the [Code of Conduct for Judicial Employees](#) and court confidentiality requirements. Demonstrates sound ethics and judgment. Handles confidential information in a careful and deliberate manner.
- Performs other duties as required 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 is responsible for a specialized caseload. The following areas of specialization are currently being filled:

**WORKFORCE DEVELOPMENT (Cleveland Position):**

- Determines and evaluates on an ongoing basis the available resources throughout the district regarding persons on supervision/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 clients who have completed or are participating in vocational rehabilitation programs. Instruct persons on supervision 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.

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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.

*Internal applicants should receive an email within two (2) business days confirming receipt of their documentation. If no email is received, please contact Human Resources at 216-357-7120.*

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**SPECIAL OFFENDERS (Akron Position):**

- 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 persons on 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.
- 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 on supervision/defendant population, policies and procedures.

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

**Minimum:**

**REQUIRED EXPERIENCE**

To qualify at the CL 29 level, candidate must meet all requirements of a federal law enforcement officer and have at least three years of specialized experience, including **at least one year as a CL 28 Pretrial Services/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 officer, custodial, or security officer does not qualify as specialized experience.)**

