



U. S. District Court
Northern District of Ohio
U.S. Pretrial Services &
Probation Office
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 program with up to 5% match
- Transit subsidy
- Fitness Center

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

Probation Services Technician

VACANCY #21-34

LOCATION: Cleveland, Akron
Toledo, Youngstown, OH

REPORTS TO: Supervising Probation Clerk

STATUS: Full-time

CLASSIFICATION: CL 24/25

POSTED: August 31, 2021

SALARY RANGE: \$40,319 - \$72,380

AREA OF CONSIDERATION: Open only to employees of the U.S. District Court, Northern District of Ohio

CLOSING DATE: Open Until Filled. *First consideration given to applicant packets received by September 14, 2021.*

Position Overview

This position is located in the U.S. Pretrial Services and Probation Office in Cleveland, Ohio. The Probation Services Technician provides office technical and administrative support for the office, and specifically the Pretrial, Presentence and Post-Conviction units. This is not a law enforcement officer position but works closely with officers, specialists, and supervisors.

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

- Discloses Pretrial, Presentence and Post-Conviction Report to the Courts following established procedures.
- Coordinate Pre-Releases.
- Complete incoming and outgoing Transfer of Jurisdiction requests.
- Oversees/monitors the Immigration cases.
- Coordinates Offender Release report.
- Assists with general officer support duties and other administrative duties as assigned.
- Provides back-up support to clerical supervisor tasks as assigned.

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

Required:

- To qualify for a CL24 position, the incumbent must be a high school graduate or equivalent and at least one (1) year of specialized experience at the CL23 level. To qualify for the CL25, candidate must also have at least two (2) years of specialized experience with at least one year at the CL24 level.

Preferred qualifications include:

- Excellent writing and communication skills
- Ability to maintain confidentiality
- Detail orientated with strong organizational skills
- Microsoft Office and/or Outlook experience

Probation Services
Technician VA 21-34

How to Apply:

Applicants must submit ONE PDF document containing the following to:

Apply@OHND.uscourts.gov

- Cover Letter specifically addressing how your experience and skills relate to these responsibilities.
- Resume
- Three professional references with contact information.
- Application for Federal Judicial Employment found at:

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

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of background check including fingerprint records check.
- Employment is considered provisional until the FBI background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

Specialized Experience:

Progressively responsible 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.

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.

