



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 22-01

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

**LOCATION:** Cleveland, OH

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

**STATUS:** Full-time permanent  
(Up to two (2) positions may be filled)

**CLASSIFICATION:** CL29/30\*  
(Promotion to higher level without further competition)

**POSTED:** January 5, 2022

**SALARY RANGE:** \$78,774 - \$151,287

**CLOSING DATE:** Open Until Filled. *First consideration will be given to applicant packets received by Wednesday, January 19, 2022.*

### POSITION OVERVIEW

A supervising officer is a first line supervisor responsible for the quantity and quality of pretrial and probation services provided by office staff in the full range of operations (pretrial services, presentence investigations and supervision), requirements, and services to the court and public. The duty station for this position is Cleveland, Ohio, however, incumbent may supervise staff in multiple offices. Initial assignment will be to a Presentence or Post Conviction unit.

The Supervisory U.S. Probation Officer must have the capability of managing one or a combination of the following units: Pretrial Services, Presentence, and Post-conviction Supervision. The incumbent is responsible for work assignments and quality of investigative and supervision case work, along with oversight of their respective unit. The incumbent is also responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined either in Court Services or Community Supervision units. The Supervisory U.S. Probation Officer will assist the Probation and Pretrial Services Office in the continue practice of building programs that promote evidence-based practices, professional growth, accountability, and wellness. The Supervisory U.S. Probation Officer reports to the Deputy Chief U.S. Probation Officer. The incumbent is considered hazardous duty, which may require irregular work hours, to include nights, weekends, and holidays. The incumbent may also be expected to frequently travel to divisional offices.

## Supervisory U.S. Pretrial Services & Probation Officer (VA 22-01)

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, specifically addressing your familiarity with evidence-based practices and how you have applied or integrated the practice.
- A written statement (two pages maximum) addressing why the position of Supervising US Probation Officer interests you and two significant strengths you would bring to the position.
- 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.

### **JOB REQUIREMENTS**

The following areas of knowledge are essential to this position: broad knowledge of the criminal justice system; knowledge of federal pretrial services, probation and parole legal requirements, policies and procedures; knowledge of sentencing guidelines, Bail Reform Act, and applicable case law; thorough knowledge of investigative and supervision techniques; and knowledge of the roles, responsibilities and relationships among the Federal Courts, the Parole Commission, and the Bureau of Prisons.

### **POSITION DUTIES AND RESPONSIBILITIES**

- Maintains knowledge of federal statutes, sentencing guidelines, and relevant case law.
- Assigns and schedules investigations, supervision, and other case work to officers and staff under his/her supervision. Ensures appropriate coverage of office operations and court appearances.
- Reviews, assigns, and evaluates all work in the unit, including presentence investigation, pretrial services investigations, and supervision reports, case records, and correspondence to ensure service delivery to the courts and related agencies, and adherence to office policies and procedures. Ensures recommendations made by officers to the court adhere to local and national policy and guidelines. Conducts audits and reviews of case work.
- Confers regularly with staff; provides direction and assistance to officers in case situations and on improving investigative, supervision, writing and oral skills, and with general operational procedures. Assists in the application of the principles of supervision, and application of federal sentencing guidelines and sentencing law.
- Determines the adjustment of individuals under supervision in consultation with the assigned probation officer. Assists in decision making for recommendations for early termination, extension of supervision, and revocation of supervision. Approves all recommendations to the Court or U.S. Parole Commission for the issuance of warrants or summons for revocation.
- Assumes responsibility for the handling of emergency situations arising with casework in the absence of U.S. Probation Officers.
- Serves as a major communication catalyst between line staff and the administration, assuring implementation of administrative directives while concurrently providing information to the Chief U.S. Probation Officer for future administrative action.
- Participates with the Chief U.S. Probation Officer and other administrative staff toward the development of programs and policies to increase the effectiveness of the office.
- Manages and assists in the formulation, implementation, and modification of supervision programming and subsequent policies and procedures for the offender and defendant population that encourages the use of evidence-based practices (i.e., re-entry programming, workforce development, cognitive behavioral therapeutic programming, etc.) or evidence-based sentencing concepts.
- Monitors programs which implement change management and quality control techniques. Organizes work processes to optimize the use of time and resources, ensuring results meet expectations. Uses statistical reports to monitor the overall management of cases, U.S. Probation Officer, and staff accountability, and takes appropriate action.

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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.

**POSITION DUTIES AND RESPONSIBILITIES (continued)**

- Monitors and manages time and attendance and evaluates/approves leave requests. Certifies staff's time and attendance.
- Facilitates and supervises specialized programming as needed.
- Encourages opportunities to use innovative techniques for cost effective and time saving productivity.
- Works closely with Deputy Chiefs and Chief insuring compliance with district's policies and procedures.
- Conducts unit staff meetings to identify performance and operational goals. Challenges and encourages feedback to develop appropriate solutions to ensure effectiveness, equity, quality, and productivity. Participates in selection of candidates for vacant positions.
- Encourages continuing staff development by identifying training needs, assessing performance standards, increasing levels of responsibility in assignments. Provides training and orientation to staff. Serves as a resource for officers and other staff to assist with performing work successfully and efficiently.
- Evaluates the performance of officers and specialists, insuring accountability, and acceptable work performance. Develop and implement training programs for officers and staff. Make recommendations regarding new hires and personnel actions.
- Supervises field travel of staff, to include review and approval of travel vouchers, and compares as appropriate such travel vouchers to case files and investigative work for accuracy.
- 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.

**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.** To qualify at the CL 30 level, candidate must have at least three years of specialized experience, including **at least one year as a CL 29 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, custodial, or security officer does not qualify 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.

***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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**PREFERRED QUALIFICATIONS**

- The successful applicant must have excellent writing skills and above average computer knowledge.
- Be knowledgeable about national initiatives impacting all disciplines within Probation and Pretrial Services.
- Have a thorough understanding and utilization of Decision Support System (DSS) reports in determining trends and problem solving
- Knowledge of evidence-based practices (Reentry Court, STARR, Life Skills, Cognitions) in skilled in their application.
- Demonstrated leadership by showing initiative to engaging in project management and establishing programs which help to achieve an organization's mission and vision.
- Completion or currently enrolled in the Federal Judicial Center's Foundations of Management Program and completion of the local and or Federal Judicial Center's Leadership Development Program.

