



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 Support Supervisor

VACANCY #22-21 (Revised)

LOCATION: Akron, Ohio

REPORTS TO: Deputy Chief
Probation Officer

STATUS: Full-time Permanent

CLASSIFICATION: CL 25/26

POSTED: June 27, 2022

SALARY RANGE: \$45,669 - \$81,786

CLOSING DATE: Open Until Filled. *First consideration given to applicant packets received by July 8, 2022*

Position Overview

This position is located in the U.S. Pretrial Services and Probation Office. The Probation Support Supervisor performs various functions and is responsible for maintaining and processing the work of the Pretrial Services and Probation Office and managing the progression of work in accordance with approved policies, procedures, internal controls, and guidelines. The incumbent serves as first-line supervisor over one or more probation clerks and probation technicians on a day-to-day basis and is responsible for training, overseeing, and reviewing their work. The duty station for this position is Akron, however, incumbent may cover divisional offices on a regular basis. Incumbent will be required to travel to and also work in the Youngstown office to manage and be available to unit members. This is a career developmental position; classification level and training will be based on incumbent's knowledge, skills, and experience.

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

- Reviews work of clerical support staff and provides administrative and operation guidance. Assigns, reviews, and evaluates work of and established work performance standards for clerical staff.
- Assists in developing, implementing, and coordinating work policies, standards, and procedures.
- Maintains on-going flow of supervised case workload of offenders for the court. Manages clerical workload assignment application according to established policies and practices.
- Assists 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 activities. Enters data and information into various database systems. Compiles statistical data for submission to the Chief and/or designated supervisors & managers. Verifies PACTS information using monthly data verification reports and file maintenance reports.

Probation Support Supervisor (VA22-21)

How to Apply:

Applicants must submit ONE PDF document containing the following to:

Apply@OHND.uscourts.gov

- Cover Letter
- Resume
- Three professional references with contact information.
- Application for Federal Judicial Employment found at:

<http://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 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.

- Handles assigned office management duties, ensuring compliance with appropriate guidelines and policies. Duties may include overseeing adequacy of consumable supplies, preparing supply requests for approval, assists with purchase research, etc. May act as liaison to GSA regarding office physical needs, such as heating, cooling, lighting, and cleaning as necessary.
- Participates in special projects as assigned. Participates in supervisory/management meetings and training.
- Prepares and processes forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, petitions, orders, and other related paperwork. Contacts various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtains related records regarding offenders/defendants, following established practices and protocols. Prepares and updates case files and reports (investigation and supervision), at the direction of SUSPO/officer and in accordance with established policies and procedures. Formats, types, and edits reports prepared by officers. Prepares and maintains investigative files.
- Processes Presentence referrals, disclosures, Sentencing Commission Data, Data Collection, and other work as assigned. Develops, updates, and maintains manuals, reports, and forms.
- Manages schedules and leave for supervised staff.
- May supervise clerical staff in Toledo, Youngstown and/or Akron, which requires travel to divisional offices.
- Assists in the selection process for new staff and participates in performance management activities.
- Perform other administrative duties as assigned.

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

Required:

- To qualify applicants must have a minimum of one (1) year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties and effectively use automated software, word processing, data entry and report generation programs.

Preferred qualifications include:

- Specialized experience in a court, legal, social services and/or community corrections environment.
- College degree or certificate from an accredited college/career school in a related field (i.e., business administration, office management, public administration) is desirable.
- Experience with CM/ECF is highly desired.
- Ability to maintain confidentiality
- Detail orientated with strong organizational skills
- Microsoft Office and/or Outlook experience

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.