



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
- 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

Chief U.S. Pretrial Services & Probation Officer

VACANCY #23-01

LOCATION: Cleveland

REPORTS TO: Chief Judge

STATUS: Full-time permanent

CLASSIFICATION: JSP 15-18
(depending on qualifications)

POSTED: January 3, 2022

SALARY RANGE: \$143,008-\$223,301

CLOSING DATE: January 30, 2023

Position Overview:

The U. S. District Court for the Northern District of Ohio is seeking a qualified individual for the position of Chief U. S. Pretrial Services & Probation Officer. This position reports directly to the Chief Judge and will oversee approximately 110 employees including probation officers and nonhazardous staff in the district. This position is responsible for ensuring expeditious processing of pretrial investigations, presentence investigations, and reports for the Court; supervision of clients on supervised release prior to trial and on supervised release from prison; promulgating policies, procedures, and guidelines necessary to ensure an appropriate level of service; budgetary oversight for the U.S. Pretrial Services and Probation Office; and ensuring compliance with the Court's policies.

The U. S. Pretrial Services & Probation Office and the Office of the Clerk of Court for the Northern District of Ohio share IT and HR services.

Duties and Responsibilities:

- Organizes the U.S. Pretrial Services & Probation Office to ensure expeditious handling of investigative work for the Court, institutions, and parole authorities to include effective case supervision of probationers and parolees.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the Court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the Court, along with standards to ensure an appropriate level of service delivery.

Chief U.S. Pretrial Services & Probation Officer (VA 23-01)

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

Apply@OHND.uscourts.gov

- Cover Letter addressing skills and experience (Include VA 23-01 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>

Due to the high sensitivity of this position the Optional Background Questions (18-20) on the AO 78 form must be answered.

- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, morale, diversity, equity, and inclusion.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Supervises the staff of the office including all professional, supervisory, and administrative personnel.
- Selects and recommends candidates for appointment as U.S. Pretrial Services and Probation Officers to the Court; develops and leads staff; creates and maintains a culture that values human resources and contributes to excellence in performance and service.
- Makes determinations on all other personnel matters, including promotions, salary increases, disciplinary actions, and terminations; determines that all personnel are carefully selected and adequately trained; ensures performance is systematically evaluated.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- Interacts and maintains cooperative relationships with the Administrative Office, Federal Judicial Center, other U.S. Pretrial Services and Probation Offices, other federal court units, government agencies, and the public to resolve complex issues and ensure that all requests for assistance are met promptly and effectively.
- Develops and maintains a public relations program that explains probation, pretrial services, parole, and other correctional services to the community; assumes responsibility for communication to the news media.
- Administers a program of pretrial services within the district.
- Makes estimates of personnel, space allocation, and operating allowances needs; approves requisitions; certifies vouchers for payments; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establish and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains liaison with the Chief Judge and other judges, makes specific recommendations regarding court-related community correction matters.

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Chief U.S. Pretrial Services & Probation Officer (VA 23-01)

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to 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.

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Qualifications (Must be met at the time of application)

Minimum:

- To qualify up to JSP-16, possession of a bachelor's degree from an accredited college or university and three years of specialized experience earned after the bachelor's degree was awarded.
- To qualify **above** JSP-16, in addition to the three years of progressively responsible specialized experience, possession of three years of substantial management experience earned after the bachelor's degree was awarded.
- The three years of specialized experience is mandatory and does not permit any substitutions.

Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs. Experience in police officer, FBI agent, customs agent, marshal, or similar positions, other than any criminal investigation experience, does not meet the requirements of specialized experience.

Substantial Management Experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience includes financial management, space and facilities management, oversight of IT and HR functions, and long and short-range planning. Possible title indicative of this experience within the judiciary would include any of the court unit executive or type II second-in-command titles.

Preferred Qualifications:

- An advanced graduate degree is in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration.

Required Competencies:

The successful candidate should be a leader, visionary, and innovator; should have experience in managing budgets and financials plans, resolving complex personnel issues, and planning and implementing organizational change; and should display the following characteristics:

- An ability to effectively interact with judges, the legal community and other law enforcement, corrections, service agencies, and the public.
- A comprehensive knowledge of and substantial experience in the operations and management of federal probation and/or pretrial services.
- Exceptional oral, written, and interpersonal communication skills.
- A tactful and poised professional demeanor and appearance at all times.
- Demonstrated skill in leading, motivating, and overseeing a diverse workforce.

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Conditions of Employment:

Applicants must be U. S. citizens or eligible to work without restriction in the United States.

- Selected candidate must successfully complete an 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 an employee to any location within the District based on the needs of the organization.

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Background Investigations, Drug Screening, Physical Requirements, 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. Final candidate will be subject to full government background investigation.

In addition, as conditions of employment, employees are subject to on-going random drug screening and updated background investigations every five years.

The medical requirements and the essential job functions derived from the medical guidelines for probation officer are available for public review at [Probation and Pretrial Officer Medical Requirements](#).

Maximum Entry Age:

There is no maximum entry age for this position. To be included under the federal law enforcement officer retirement provisions, the successful candidate must be appointed to a federal law enforcement officer position prior to their 37th birthday. For an applicant with previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement system and who has had either a subsequent break in service or intervening service in a non-law enforcement office position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37.