



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 23-14

Deputy Chief U.S. Pretrial Services
& Probation Officer (Type II)

LOCATION: Cleveland, OH

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

STATUS: Full-time permanent

CLASSIFICATION: JSP 15 (Target JSP16)*
(Promotion to higher level without further competition)

POSTED: April 11, 2023

SALARY RANGE: \$143,008 - \$183,500

CLOSING DATE: Open Until Filled. *First consideration will be given to applicant packets received by May 1, 2023.*

POSITION OVERVIEW

The Deputy Chief (Type II) assists the Chief in the administration and management of Federal pretrial services, probation, and parole services for the district. Incumbent works for the Chief and for the Court and is delegated to act as Chief Pretrial Services & Probation Officer in his/her absence.

As part of the Executive Management Team, the Deputy Chief Probation Officer carries out the mission of the district and the U. S. Pretrial Services and Probation Office and primarily assists the Chief Probation Officer in the administration and management of the probation office within the district. The incumbent will be responsible for leading, promoting and executing initiatives to achieve organization goals and objectives with a focus on leadership, diversity and inclusion, evidence-based practices and wellness and safety. The Deputy Chief Probation Officer, Type II is a second-in-command position that acts as the “alter ego” to the Chief Probation Officer, therefore, a strong collaborative relationship is required. Travel inside and outside the District is required.

QUALIFICATIONS REQUIRED: Candidates must possess a bachelor’s degree from an accredited college or university with specialization in criminal justice, criminology, psychology, sociology, human relations, business, or public administration. Degrees with a major in other related fields may be considered based on review of official transcripts. An advanced degree in a field closely related to the position is highly preferred. To qualify for a position of Deputy Chief (Type II) at the JSP 15 or 16, the candidate must possess seven years of specialized experience.

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

Apply@OHND.uscourts.gov

- Letter of Interest (not to exceed two pages) that outlines your qualifications and leadership philosophy as it relates to performing the duties of the Deputy Chief Probation Officer position.
- A supplemental statement (not to exceed two (2) pages) addressing the following questions:
 - 1) *It is important to build a strong partnership with your Executive Team. What effective strategy would you formulate to support the Executive Team's vision and priorities in your work? What steps would you take to implement the strategies?*
 - 2) *What actions have you taken in the last year to maintain your technical competence in the operations of the court or Pretrial Services & Probation office? What have you done to keep in touch with the culture and dynamics of the organization?*
- 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.

SPECIALIZED EXPERIENCE:

Progressively responsible experience in investigation, supervision, counseling, and guidance of offenders in community correction or pretrial programs is required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, or substance abuse treatment specialist may constitute a portion of the specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

JOB REQUIREMENTS: The following areas of knowledge are essential to this position: thorough knowledge of the criminal justice system; knowledge of federal probation and parole legal requirements, policies, and procedures; knowledge of sentencing guidelines 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. Candidate will have a thorough knowledge of the Federal Probation system and specialized knowledge of programs such as intensive reentry, person on supervision employment development programs, and reentry courts, as well as knowledge of evidenced-based practice principles. Candidate will also have a good knowledge of management skills and be an excellent communicator both verbally and in writing.

Education Substitutions

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences of a Juris Doctorate (JD) degree may be substituted for two years of the specialized experience. Note: A degree that relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

Court Preferred Skills & Experience

- Experience working as a manager/supervisor within either a Federal Probation Office or Federal Pretrial Services Office.
- Demonstrated history of organizational leadership which fosters and supports ideas and opinions, shared in a professional manner, to ensure continued growth and inclusion of all staff.
- Demonstrated ability to make decisions from an organizational perspective that produces high quality results by applying technical knowledge, analyzing problems, and calculating risks.
- Thorough knowledge and understanding of the criminal justice system and roles, functions, practices, policies, and procedures of federal probation and/or pretrial services office.
- Knowledge of national initiatives impacting each discipline within probation (i.e., presentence, postconviction, and pretrial services).
- Thorough knowledge and demonstrated application of Evidence-Based Practices (EBP) in community supervision.
- Thorough understanding of the Decision Support System (DSS) application

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Conditions of Employment:

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

- The selectee will be subject to ongoing random drug screening, periodic background reinvestigation (every five years), and may be subject to subsequent fitness-for-duty evaluations as deemed necessary by the Chief U.S. Pretrial Services & Probation Officer for reasonable cause at any time.
- 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.

- Excellent organization and time management skills, with the ability to balance the demands of varying workload responsibilities, projects, and deadlines.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals. Ability to demonstrate an understanding of the Charter for Excellence and exemplifies such in day-to-day behavior.
- Ability to travel frequently and be available beyond a standard 40-hour work week when necessary.

POSITION DUTIES AND RESPONSIBILITIES:

- Participate in the organization and management of daily operations of the office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of defendants and persons on supervision.
- Assist in the development of a strategic planning process to define goals and objectives for the organization. Implement short and long-term planning initiatives via policy and programs to achieve agency strategic goals and objectives with measurable outcomes and specific timelines for completion.
- Assist the Chief Probation Officer with making operating decisions, including review of budget allocations, developing policies and strategies, and initiating new programs.
- Assist in the development, implementation, administration, and evaluation of comprehensive results-oriented evidence-based programs, practices, and policies.
- Ensure that statutes, regulations, and guidelines pertaining to federal offenders'/defendants' presentence, postconviction supervision, and pretrial matters are applied and adhered to.
- Review and analyze reports to identify problems, trends, and other issues. Analyze data collected to formulate solutions to problems which includes modifications to existing and development of new policies, procedures, and/or administrative practices.
- Manage, develop, and mentor staff including establishing standards, performance management, addressing disciplinary actions, recommending new hires, personnel actions, and terminations.
- Foster teamwork and collaboration among supervisors and staff to achieve common goals. Assist in promoting and maintaining office culture and conditions that encourage staff loyalty, teamwork, enthusiasm, diversity and inclusion and morale.
- Facilitate, mediate, and negotiate complex and sensitive matters with judges, supervisors, Chief Probation Officer, and staff.
- Participate with the Chief and Administrative Department on budget, procurement, space and facilities, finance, and human resources matters.
- Conduct staff meetings and communicate operational status and relevant information to the assistant deputy, supervisors, and staff. Travel to all offices regularly to assess and evaluate activities among officers.

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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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- Participate in public relation matters to explain probation, parole, and other correctional services to the community. Monitor community issues and events with special focus on alleviating hazardous office and field incidents.
- Perform other duties as required by the Chief U.S. Probation Officer and the Court.

