

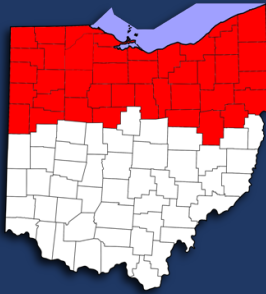


UNITED STATES PRETRIAL SERVICES AND PROBATION Northern District of Ohio

Sara Lioi, Chief Judge | Suzanne Evans, Chief U.S. Pretrial Services & Probation Officer

NOTICE OF VACANCY

801 West Superior Avenue
Cleveland, Ohio 44113
www.ohnd.uscourts.gov



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

*“Working Together,
Making a Difference,
Changing Lives”*

U.S. PRETRIAL SERVICES & PROBATION OFFICER SPECIALIST VACANCY #24-21

Duty Station:	Akron		
Status:	Full-Time Permanent	Posted:	July 2, 2024
Classification:	CL 29	Reports To:	Supervisory U.S. Pretrial Services & Probation Officer
Salary Range*	\$86,393 - \$140,419		

**Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.*

Closing Date: *Open Until Filled. First consideration will be given to submissions received by July 16, 2024.*

POSITION OVERVIEW:

The Pretrial Services & Probation Officer Specialist must have a proven record of outstanding community supervision, a thorough knowledge of policies and procedures related to the core functions of the organization, and a history of quality, timely work. They manage a caseload that includes a significant proportion of persons under supervision/defendants of a specialized type and serve as local experts for these cases. The Pretrial Services & Probation Officer Specialist performs duties that involve complex, high-risk issues, such as mental health treatment, substance and/or alcohol abuse, sex offenses, computer-related crimes, financial crimes and/or cases with location monitoring conditions. This position is responsible for matters relating to the effective supervision of pretrial services clients, probationers, supervised releasees, and/or parolees who are high risk, special needs, or high-profile cases. The incumbent will assist in developing and implementing programs for the investigation and supervision of sex offenders and must be knowledgeable of current computer monitoring programs.

The Pretrial Services & Probation Officer specialist, in addition to performing the duties of a line officer, is responsible for the oversight and development of other officers and could be assigned to any specialty within the district as directed by the Chief U.S. Pretrial Services & Probation Officer. Initially this position will be assigned primarily special offender/sex offender cases.

The work of a Pretrial Services & Probation Officer Specialist assists management, officers, the Court, the community, defendants, and persons under supervision by providing daily leadership, direction, and feedback to officers and by developing specialized programs. This is a leadership position within the district that demands integrity, initiative, teamwork, creativity, flexibility, dedication, and loyalty to the district’s mission.

HOW TO APPLY

Applicants must submit ONE PDF document to apply@ohnd.uscourts.gov containing the following:

Subject of Email: VA 24-21

- Cover Letter
 - Your skills and experience, with an explanation of how those skills and experience may contribute to the organization.
 - How your overall experience and preparation relates to the stated duties and responsibilities.
 - A summary of continued education coursework taken to remain abreast of issues in aftercare treatment and/or evidence-based practices; and
 - Any other educational efforts or other steps taken to prepare you for enhanced leadership roles.
- Resume
- Three professional references with contact information
- Copy of college transcripts
- Copy of recent performance evaluation
- Application for Federal Judicial Branch Employment found [HERE](#)

**Due to the high sensitivity of this position, the optional background questions (18-20) on the AO 78 Application must be answered.*

DUTIES AND RESPONSIBILITIES:

- Incumbent may be assigned to a specific area of specialization, such as Special Offenders, Sex Offenders, Electronic Monitoring, Aftercare Treatment, etc., or a combination of specializations.
- Perform investigative and supervision responsibilities for persons under supervision/defendants in both general and specialized cases. Conduct investigations and prepare reports for the court with recommendations, which requires interviewing persons under supervision/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law.
- Identifies and evaluates the district's need for specialized programs. Develops proposals and programs for Chief Officer's approval to provide needed specialized services.
- Serves as in-house authority and resource to staff and the Court regarding persons under supervision requiring a risk-control approach. Provides consultation to staff, judges, and attorneys concerning specialized needs and programs. Serves as resource in identifying and investigating violations related to these specialized cases and provides guidance and assistance with implementation of appropriate alternatives and sanctions.
- Performs line officer responsibilities for persons under supervision/defendants with special needs or with conditions of intensive supervision. Supervises persons under supervision/defendants and monitors their compliance with release programs. Ability to use techniques and programs related to risk assessment/control and managing non-compliant behavior. Assumes responsibility enforcing conditions of release imposed by the Courts and the Parole Commission.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of persons under supervision/defendants in area(s) of specialization.
- Conducts training on risk-control techniques, managing non-compliant behavior, and identification of groups as potentially high-risk to the community. Prepares program documentation (procedures, manuals). Provides updates related to policies and procedure on a regular basis. Tracks developments in the law, and updates staff and the Court. Conducts training sessions on programs and trends in area(s) of specialization.
- Submits pretrial, probation and supervised release violation reports to the Court; conducts preliminary and revocation hearings for the U.S. Parole Commission.
- Represents the U.S. Pretrial Services & Probation Office and the Court at meetings, seminars and conferences when determined appropriate. Acts as liaison with local or national law enforcement, probation or parole agencies regarding risk-control investigation and supervision.
- Maintains knowledge of community groups that may pose a risk to persons under supervision/defendants or the community.
- Performs other duties as assigned. May be reassigned to other specialized duties as directed by the Chief U.S. Pretrial Services & Probation Officer.

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 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. The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.

DUTIES AND RESPONSIBILITIES CONTINUED:

In addition to the duties and responsibilities listed above, the U.S. Pretrial Services & Probation Officer Specialist may be responsible for any of the following duties as described below. This is a list of representative duties and may not include all duties performed by this position.

SPECIAL OFFENDERS/SEX OFFENDERS:

- Determines and evaluates on an ongoing basis the available resources through the district related to special persons under supervision and related programs. Prepares program procedures in written form to ensure overall understanding and consistency within the district regarding high risk/high profile and intensive supervision cases.
- Researches, recommends, and evaluates investigation and supervision practices related to management of defendants and persons under supervision charged with sexual offenses. Maintains current knowledge of evolving sex offender management techniques, to include Global Position Satellite, home confinement technologies, polygraph testing, treatment modalities and computer monitoring/forensics technologies.
- Accurately assess a client's risk to reoffend, development appropriate treatment and supervision plans, focusing on clients' risk factors, clinical needs, strengths, and risk management strategies.
- Serves as in-house authority and resource to staff and the Court regarding persons under supervision requiring a risk-control approach, such as those involved in organized crime, gangs, sex offenses, domestic or international terrorism, high risk, specialized and/or high-profile cases, history of violence or non-compliant behavior. Provides consultation to staff, judges and attorneys concerning specialized needs and programs. Serve as resource in identifying and investigating violations related to these specialized cases and provides guidance and assistance with implementation of appropriate alternatives and sanctions.
- Serves as liaison to the Bureau of Prisons and community corrections centers for persons under supervision with sex offenses.
- Conducts training on programs and trends, risk-control techniques, managing non-compliant behavior, and identification of groups as potentially high-risk to the community. Prepares program documentation (procedures, manuals). Provides updates related to persons under supervision/defendant population, policies and procedures.

QUALIFICATIONS:

(Qualifications must be met at the time of application)

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 CL28 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 officer, custodial, or security officer does not qualify as specialized experience.)*

JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- 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
- Fitness center

OTHER:

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.

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.

