



# 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

### U.S. PRETRIAL SERVICES & PROBATION OFFICER VACANCY #25-08

**Duty Station:** Toledo, Ohio

**Status:** Full-Time Permanent      **Posted:** February 24, 2025

**Classification:** CL 25/27/28      **Reports To:** Supervisory U.S. Pretrial Services & Probation Officer

**Salary Range\*** \$50,927 - \$96,147

*\*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 Monday, March 10, 2025.*

#### POSITION OVERVIEW:

The U.S. Pretrial Services & Probation Officer serves in a judiciary law enforcement position. Officers encourage long term positive change for the individuals they serve by fairly administering justice and providing investigative and supervision services while protecting the community. **This position will sit in Toledo, Ohio supporting the Post Conviction unit (Supervision).**

#### DUTIES AND RESPONSIBILITIES:

**These include, but are not limited to the following:**

- Conducts investigations, prepares reports, investigates offenses, investigates clients background for sentencing.
- Interviews persons under supervision and their families, investigating the offense of conviction, prior record, and financial status of defendants. Other contacts may include the home, community, employers, law enforcement agencies, attorneys, victims of crimes, and other civic or community agencies.
- Interprets and applies the U.S. Sentencing Commission guidelines and relevant case law to make recommendations on sentencing.
- Monitor and supervise defendants and persons under federal supervision, enforces court conditions, and provides treatment opportunities for positive lifestyle changes.
- Addresses persons under supervision adherence with the conditions of supervision, the reduction of risk to the community, and correctional treatment.
- Maintains personal contact with persons under supervision through contacts in the office and in the community; investigates employment, sources of income, lifestyle, and associates to assess risk and compliance.
- Responsible for detection of substance abuse, assessment, and counseling and addressing those areas of concern.

801 West Superior Avenue  
Cleveland, Ohio 44113  
[www.ohnd.uscourts.gov](http://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”*

## HOW TO APPLY

Applicants must submit ONE PDF document to [apply@ohnd.uscourts.gov](mailto:apply@ohnd.uscourts.gov) containing the following:

**Subject of Email: VA 25-08**

- Cover Letter
- 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.*

## 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

## DUTIES AND RESPONSIBILITIES CONTINUED:

- Investigates violations of the conditions of supervision and implements appropriate alternatives and sanctions.
- Prepares fact-based reports for the court or parole authorities, which may include interpretation of U.S. Sentencing Commission revocation guidelines, making recommendations for disposition; and testifying at court and parole hearings.
- Interacts with organizations such as the U.S. Parole Commission, Bureau of Prisons, military parole authorities, and attorneys concerning client supervision conditions.
- Travel within and outside the district/state may be required.
- Performs other duties as assigned.

## QUALIFICATIONS:

**(Qualifications must be met at the time of application)**

### Minimum:

- Completion of a bachelor's degree from an accredited college or university with major in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position **is required**.
- An advanced degree is preferred.

### Specialized Experience:

- Applicant must have at least one year of specialized experience, which is defined as progressively responsible experience, gained after completion of a bachelor's degree in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.
- **(Experience as a police officer, custodial, or security officer does not qualify as specialized experience.)**

### Educational Substitutions:

Completion of the requirements for a bachelor's degree from an accredited college or university **and one of the following superior academic achievement requirements may be substituted for one year of specialized experience at the CL 25 level:**

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
- Standing in the upper third of the class.
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

## 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.

## QUALIFICATIONS CONTINUED:

### Physical Requirements and Maximum Entry Age:

The duties of probation officers require investigating and supervising persons under federal supervision who present physical danger to officers and to the public. Because officers must effectively deal with physical attacks and are subject to moderate arduous physical exertion, applicants must be physically capable to do field work and possess a valid driver's license.

***First-time appointees must not have reached their 37<sup>th</sup> birthday at the time of appointment.***

### Background Investigations, Drug Screening 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.

In addition, as conditions of employment, employees are subject to on-going random drug screening and updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officer assistants and probation officers are available for public review at <http://www.uscourts.gov>.

## OTHER:

Due to the high volume of applications received, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

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.