

U.S. District Court
Northern District of Ohio
U.S. Pretrial Service & Probation Office



Career Opportunity
VA #19-07

SUPERVISORY U.S. PRETRIAL SERVICES & PROBATION OFFICER

Location: Toledo, Ohio

Reports to: Assistant Deputy Chief U.S. Pretrial
Services & Probation Officer

Position Type: Full-time permanent

Area of Consideration: All qualified applicants

Classification: CL29/30*
(Promotion potential to higher level without further competition)

Salary Range: \$72,629 - \$139,521

Posted: July 23, 2019

Closes: Opened until filled – first consideration will
be given to applications received by Aug. 14, 2019.

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, three senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Pretrial Services & Probation Office has an opening for a Supervisory U.S. Pretrial Services & Probation Officer in Toledo, Ohio.

POSITION SUMMARY:

A supervising officer is a first line supervisor responsible for the quantity and quality of pretrial and probation services provided by office staff in the full range of operations (pretrial services, presentence investigations and supervision), requirements, and services to the court and public. The duty station for this position is Toledo, Ohio, however, incumbent may supervise staff in multiple offices. The incumbent will initially supervise a unit of Pretrial Service and Presentence officers.

A Supervisory Probation Officer must have the capability to manage a professional staff of six or more, including establishing standards, evaluating performance, handling minor infractions, recommending disciplinary actions, and conferring regularly to provide direction and assistance in case situations and with general operational procedures and local policies. Incumbent must have the skills to train and coach staff, and effectively audit and review work. The incumbent leads by example and demonstrates mature judgment, technical excellence, policy execution, staff development, and maintains a service-based viewpoint.

QUALIFICATIONS: (Qualifications must be met at the time of application)

EDUCATION

Completion of a Bachelor's degree from an accredited college or university with major in criminal justice, criminology, psychology, sociology, human relations, business or public administration **is required**. An advanced degree is preferred. Bilingual (i.e. Spanish, Arabic, etc.) is preferred but not required.

REQUIRED EXPERIENCE

To qualify at the CL 29 level, candidate must all requirements of a federal law enforcement officer and have at least three years of specialized experience, including at least one year as a CL 28 pretrial

services/probation officer in the U.S. Courts. To qualify at the CL 30 level, candidate must have at least three years of specialized experience, including at least one year as a CL 29 pretrial/probation services 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, custodial, or security officer does not qualify as specialized experience.)**

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal, financial, and employment record checks will be conducted. Officers are subject to periodic completion of the investigation and random drug testing. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. The U.S. Pretrial Services & Probation Office reserves the right to assign/reassign an employee to any location within the Northern District of Ohio based on the needs of the agency. Travel within the state may be required.

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to apply@ohnd.uscourts.gov. ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

- Subject of Email should read: **Vacancy 19-07 Supervisory U.S. Probation Officer.**
- Cover Letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- List of three (3) professional references.
- Copy of college transcripts.
- Copy of most recent performance evaluation.
- Completed Employment application (AO78) found at this link:
<http://www.ohnd.uscourts.gov/careers>.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on Aug. 14, 2019. All requested documentation must be provided in order to be considered for this position.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, and are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

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.