

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



Career Opportunity  
VA #19-17

## U.S. Pretrial Services & Probation Officer

**Location:** Youngstown, Ohio  
*(Up to two (2) positions may be filled)*

**Reports to:** Supervisory U.S. Pretrial Services  
& Probation Officer

**Position Type:** Full-time permanent

**Area of Consideration:** All qualified applicants

**Classification:** CL25/27 (Target Grade CL28)  
*(Promotion potential to higher level without further competition)*

**Salary Range:** \$42,855 - \$ 96,999

**Posted:** August 12, 2019

**Closes:** Opened until filled – first  
consideration will be given to applications  
received by Aug. 30, 2019.

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The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, two 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 U.S. Pretrial Services & Probation Officer in Youngstown, Ohio. Multiple positions may be filled.

**POSITION SUMMARY:**

The U.S. Pretrial Services & Probation Officer performs duties and responsibilities which include, but are not limited to, the following:

Officers conduct pretrial investigations and supervision; prepare bail or presentence reports. In conducting investigations and preparing reports, officers investigate the offense as well as defendants' background for sentencing. The preparation of these reports requires interviewing offenders/defendants and their families, investigating of the offense of conviction, prior record, and financial status of defendants. Other contacts may include the home and neighborhood, employers, law enforcement agencies, attorneys, victims of crimes, and other civic or community agencies. An integral part of the sentencing process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Officers make recommendations on sentencing. Following disclosure of the report, the officer analyzes any objections and determines an appropriate course of action, including resolving disputed issues and/or presenting unresolved issues to the Court. Officers monitor and supervise offenders and defendants under Federal supervision, enforce court conditions, and provide treatment opportunities for positive lifestyle changes. Officers perform any other related duties required by the Court or the Chief Probation Officer.

In conducting supervision activities, the officer addresses offender adherence with the conditions of supervision, the reduction of risk to the community, and correctional treatment. The officer also maintains personal contact with offenders through contacts in the office and in the community; investigates employment, sources of income, lifestyle and associates to assess risk and compliance; is responsible for detection of substance abuse and, through assessment and counseling, implements treatment or court proceedings; addresses substance abuse, mental health, domestic violence, and similar problems; refers offenders for medical, psychological, employment/training, or drug treatment depending on identified needs;

investigates violations of the conditions of supervision and implements appropriate alternatives and sanctions. As necessary, the officer 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 hearing. Further, the officer interacts with organizations such as the U.S. Parole Commission, Bureau of Prisons, military parole authorities, and attorneys concerning offender supervision conditions.

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

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.

**SPECIALIZED EXPERIENCE:**

To qualify for the CL25 level, 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, 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 CL25 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.

**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. Officers are required to complete the six-week mandatory training with the U.S. Courts Probation and Pretrial Services Training Academy at the Federal Law Enforcement Training Center (FLETC) in Charleston, S.C. during their first year.

**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>.

**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. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. 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.

**BENEFITS:**

Employees of the U.S. District Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days; and paid holidays
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs, flexible spending accounts, commuter reimbursement benefit)
- Group life insurance and long term care insurance
- Participation in the Federal Employees Retirement System (FERS)
- Traditional (pre-tax) and Roth (post-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions
- Telework
- Fitness center
- Transit subsidy

**HOW TO APPLY:**

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

- Subject of Email should read: **Vacancy 19-17 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 August 30, 2019. All requested documentation must be provided in order to be considered for this position. Questions can be directed to Human Resources at 216-357-7120.

**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.