

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



Career Opportunity
VA #19-18

U.S. Pretrial Services & Probation Officer Assistant

Location: Cleveland, 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: CL 23 to CL24
(Salary and grade based on experience.)

Salary Range: \$40,831 - \$51,730

Posted: August 23, 2019

Closes: Opened until filled – first
consideration will be given to applications
received by Sept 6, 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 U.S. Pretrial Services & Probation Officer Assistant in Cleveland, Ohio, although the Chief may reassign the duty station for this position based on organizational needs. Multiple positions may be filled.

POSITION SUMMARY:

The U.S. Pretrial Services & Probation Officer Assistant serve in a judiciary law enforcement position, under the direction and guidance of a supervisor and probation officers. Incumbent provides technical support and assistance to officers in a wide range of areas, including but not limited to compiling information for investigations, assisting with and supervising defendants/and or persons under supervision; preparing and drafting reports and correspondence.

REPRESENTATIVE DUTIES:

Under the guidance and direction of an officer, supervise an administrative and low-risk caseload of defendants and/or persons under supervision, which may include placing telephone calls, making home/office contacts, and community/field contacts, as well as maintaining files and case records.

Assist probation/pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities. Enter data and information into the office's computerized database system.

Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork. Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations. Obtain related records regarding persons under supervision /defendants, following established practices and protocols. Prepare and update case files and reports investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Format, type, and edits reports prepared by officers.

Schedule and conduct urinalysis tests of persons under supervision /defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Inform officers regarding test results. Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain chain of custody of urinalysis testing materials. Maintain inventory of supplies. Enter data and information into the office's computerized database system.

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

For CL23 – High School graduation or equivalent and two years of general experience.

For CL24 -- One year of specialized experience equivalent to work at the CL23

Because this is a law enforcement position in the judiciary, probation officer assistants are also required to meet the physical and maximum entry age requirements noted below.

Preferred Qualifications

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 or coursework toward completion of an advanced degree is also preferred.

SPECIALIZED EXPERIENCE is defined as progressively clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

EDUCATIONAL SUBSTITUTIONS: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

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 37th 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>.

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. ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

- Subject of Email should read: **Vacancy 19-18 U.S. Probation Officer Assistant.**
- 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 (if available)
- 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 Sept. 6, 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.