



UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO
U.S. PRETRIAL SERVICES AND PROBATION OFFICE
VACANCY ANNOUNCEMENT 13-01

POSITION TITLE: **Chief U.S. Pretrial Services and Probation Officer**

DUTY STATION: **Cleveland, OH**

SALARY RANGE: **\$100,518 to \$165,300** CLASSIFICATION: **JSP 14 – 18**
(Depending upon Qualifications)

OPENING DATE: **January 9, 2013** CLOSING DATE: **February 8, 2013**

POSITION AVAILABLE: **June 1, 2013**

The Northern District of Ohio serves 40 counties. The U.S. Pretrial Services and Probation Office is a consolidated office. Officers provide services to 11 Active and 4 Senior U.S. District Judges, and 7 Active and 1 Recalled U.S. Magistrate Judges. The U.S. Pretrial Services and Probation Office is headquartered in Cleveland, and there are three divisional offices. The U.S. Pretrial Services and Probation Office consists of a staff complement of 60 Pretrial/Probation Officers/Officer Assistants/Specialists and 13 Supervising Officers, 8 non-officer administrative staff, and 19 support staff. Present workload stats from FY 2012 indicate approximately 900 pretrial cases, approximately 1,989 persons under supervision, and approximately 870 presentence investigations per year.

INTRODUCTION:

The Chief U.S. Pretrial Services and Probation Officer is a Court Unit Executive who administers and manages Federal pretrial and probation services within the Northern District of Ohio. This position is under the administrative direction of the Chief Judge of the U.S. District Court and is directly responsible for the administration of the U.S. Pretrial Services and Probation Office. The Chief U.S. Pretrial Services and Probation Officer is responsible for insuring expeditious processing of pretrial investigations and reports and presentence investigations and reports for the courts; supervision of offenders on supervised release prior to trial and on supervised release from prison; promulgating policies, procedures and guidelines necessary to insure an appropriate level of service; budgetary oversight for the U.S. Pretrial Services and Probation Office; selecting candidates for appointment; ensuring compliance with the court's Equal Employment Opportunity Plan and Employment Dispute Resolution Plan; supervising and establishing training of the staff, maintaining liaison with the Chief Judge and all judicial officers, and cooperative relationships with other U.S. Pretrial Services and Probation Offices and all components of the criminal justice system.

QUALIFICATION REQUIREMENTS:

EDUCATION – Applicants must have a bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. An advanced degree in an appropriate field is preferred.

EXPERIENCE:

Six years probation-related experience is required. Three years must be specialized, progressively responsible experience including management responsibilities in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs, after completion of a degree, is required. One year of specialized experience, or its equivalent, must have been at the next lower grade. (Experience as a police officer, FBI agent, customs agent, marshal, or similar positions do not meet the requirements of specialized experience.)

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of experience; or completion of a master's degree or two years of graduate study (60 semester hours or 90 quarter hours) in an accredited university in one of the social sciences or a juris doctor degree may be substituted for two years of experience. The requirement for three years of specialized experience cannot be substituted by academic credentials. No more than two years of academic achievement may be substituted for non-specialized experience.

First-time appointees to positions covered under hazardous duty retirement provisions must not have reached their 37th birthday at the time of appointment.

DUTIES AND RESPONSIBILITIES:

- Organizes the U.S. Pretrial Services and Probation Office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers and parolees.
- Reviews, analyzes, and interprets statutory, Judicial Conference and Parole Commission requirements for the administration of the probation and parole services; promulgates policies, procedures and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as U.S. Pretrial Services and Probation Officers to the court, and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and terminations; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Supervises the staff of the office including all clerical, professional, supervisory and administrative personnel.
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative

measures of work performance; and assures accountability with minimal interference to service delivery.

- Maintains liaison with the Chief Judge and other judicial officers; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains cooperative relationships with other U.S. Pretrial Services and Probation Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program that explains probation, pretrial services, parole, and other correctional services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Administers a program of pretrial services within the district.
- Occasionally, may perform the duties of probation or pretrial services or of supervising probation or pretrial services.
- Performs related duties as required by the court.

BENEFITS:

Positions in the United States Courts are excepted appointments. Court employees are not under the Civil Service System. Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The United States Probation Office requires employees to adhere to a code of conduct which is available upon request. The final candidate will be subject to a full government background investigation. Applicants who are not U.S. citizens must be eligible to work for the United States Government.

INTERESTED CANDIDATES should forward a letter of interest outlining their qualifications, skills and experience, along with a resume, and completed application form AO78, available at the court's website www.ohnd.uscourts.gov/home/careers-in-the-court/ to the address below not later than February 8, 2013 to:

Director of Human Resources
Attn: VA 2013-01
U.S. District Court, Northern District of Ohio
Carl B. Stokes U.S. Court House
801 West Superior Avenue
Cleveland, Ohio 44113-1830

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