

U.S. PRETRIAL SERVICES & PROBATION OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO

Vacancy Announcement 07-03

POSITION TITLE: Pretrial Services & Probation Officer **REPORTS TO:** Supervising Probation Officer

DUTY STATION: Cleveland or Toledo, Ohio **CLASSIFICATION:** CL25/27 (Target Grade 28)
Please specify preferred duty station in your response

OPENING DATE: December 20, 2007 **CLOSING DATE:** January 9, 2008

The Northern District of Ohio serves 40 counties. Pretrial Services & Probation Officers provide services to 23 U.S. District and Magistrate Judges. The office is headquartered in Cleveland and has three branch offices. The Pretrial Services & Probation Office is a consolidated office consisting of a total staff complement of over 100 employees.

Major responsibilities include conducting pretrial investigations and supervision, preparing and presenting bail or presentence reports, investigating defendants' backgrounds for sentencing; making recommendations on sentencing; monitoring and supervising offenders and defendants under Federal supervision; enforcing court conditions; and providing treatment opportunities for positive lifestyle changes. An integral part of the sentencing process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Officers perform any other related duties required by the Court or the Chief Probation Officer.

QUALIFICATIONS: Bachelor's degree from an accredited college or university with major in criminal justice, criminology, psychology, sociology, human relations, business or public administration. Degree with major in other related fields may will be considered based on review of official transcripts. An advanced degree is preferred.

COURT PERSONNEL SYSTEM (CPS) CLASSIFICATION LEVELS: LEVEL 25: One year specialized experience; LEVEL 27: Two years specialized experience; LEVEL 28: Three years specialized experience.

SPECIALIZED EXPERIENCE: 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 is not creditable.)**

The following requirements may be substituted for one year of specialized experience: Overall "B" grade point average; standing in upper third of the class; "B+" average or better in the major field of study; election to membership in National Honorary Scholastic Societies (other than Freshman Honor Societies).

Completion of one academic year (30 semester or 4 quarter hours) of graduate education in a field of study closely related to the position is qualifying at CL-25. Completion of a master's degree in a field of study closely related to the position, or Juris Doctor degree, is qualifying at CL-27.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE: The duties of probation officers require the investigation and supervision of criminal defendants 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>.



HOW TO APPLY: Candidates must submit a letter of interest which addresses their particular skills and experience, and how those skills relate to this position, along with a current resume (and a copy of college transcripts if available) not later than close of business (5:00 p.m.), January 9, 2008:

U.S. Probation Office
801 W. Superior Avenue, Suite 3-100
Cleveland, Ohio 44113-1850
Attn: Human Resources Manager

Applicants must be U.S. citizens or eligible to work in the United States. Due to the volume of applications received, the US Probation Office will only communicate with those applicants who will be tested or interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the applicants who responded to the original announcement without posting the position. Employees are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

EOE