

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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October 25, 2013

SENTENCING GUIDELINES SPECIALIST VACANCY ANNOUNCEMENT JOB CODE: 13-9C102SSGS

POSITION: Sentencing Guidelines Specialist
STATUS: Regular Full-Time
SALARY RANGE: \$77,471 - \$125,963 (CL 29/01 - CL 29/61)
CLOSING DATE: November 8, 2013
LOCATION: San Francisco, Oakland, or San Jose, California

The U.S. Probation Office, Northern District of California, is currently accepting applications for the Sentencing Guidelines Specialist vacancy (Presentence Investigation Discipline only). The Specialist position is a promotional opportunity for line officers and is classified at a CL-29. **(Candidates selected who meet all of the minimum qualification requirements—please see the Minimum Qualifications Section below—except for the one year specialized experience as a CL-28 probation/pretrial services officer in the U.S. Courts will be placed at the CL-28 level to accrue the necessary experience, with promotion potential to the target CL-29 level without further competition.)** More than one position may be filled from this vacancy announcement.

REPRESENTATIVE DUTIES OF THE SENTENCING GUIDELINES SPECIALIST:

- Serves as the in-house authority regarding the presentence report preparation and format, case law applications, and sentencing guidelines by providing instruction and consultation to staff on guideline issues and updates.
- Conducts investigations and prepares presentence reports on unique, complex, and high-profile cases on a regular basis.
- Assists in the development of new presentence report processes, including new investigative procedures.
- Under the guidance of the Supervisory U.S. Probation Officer, develops and coordinates training programs for staff, the Court, and other entities as it relates to investigative, sentencing, or guideline procedures and amendments.

- Assists the Supervisory U.S. Probation Officer in making investigative assignments and in the review and approval of reports prepared by officers.
- Assists the Deputy Chief U.S. Probation Officer and Supervisory U.S. Probation Officer in responding to judicial officers' requests for information and advice on any issue pertaining to the presentence report and sentencing laws and guidelines.
- Demonstrates and maintains proficiency in financial investigation techniques and assists and trains other officers pertaining to these matters.
- May appear in court at sentencing to assist probation officers in responding to questions/objections and/or to aid probation officers and/or the Court in sentencing.
- Serves as expert in the use of and as district representative/liaison with Westlaw and Lexis.
- Performs administrative duties regarding area of specialty.

MINIMUM QUALIFICATIONS:

Thorough knowledge of Publication 107. Working knowledge of court sentencing guidelines and investigative methods. Familiarity with case law decisions. Ability to handle highly complex cases that may involve financial crime, large-scale drug offenses, extensive multiple counts, and/or intricate guideline computations. Ability to synthesize a large amount of varied, incongruent, and complex data in order to form logical and sound conclusions. Ability to write skillfully.

Qualified candidates will have a minimum of three years of specialized experience, which must include at least one year as a CL-28 Probation or Pretrial Services Officer in the U.S. Courts. Specialized experience is 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, other than any criminal investigative experience, is not creditable.

PREFERRED QUALIFICATIONS:

Thorough knowledge of the Guide to Judiciary Policy - Volume 8 (Probation and Pretrial Services). Candidates who have completed a full rotation of Supervision and Presentence Investigation as a U.S. Probation Officer. Excellent verbal and written communications skills and excellent organizational/time management skills.

APPLICATION INSTRUCTIONS:

Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and letter of interest including an outline of their skills and experience as they relate to the position. Applicants must include the Job Code from the job posting in their letters of interest. In addition, applicants must complete and submit the

Application For Judicial Branch Federal Employment (AO 78). Form AO 78 (the Application for Employment) is available at: www.canp.uscourts.gov on the Employment Page.

In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application: AO 78 (10/09). Previous versions and other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. Completed application materials must be received on or before the closing date of November 8, 2013 by close of business (5:00 p.m. PST). It is required that you submit your application materials via e-mail to: CANP_Resumes@canp.uscourts.gov. Application materials received by mail, fax, or any other means other than by e-mail to CANP_Resumes@canp.uscourts.gov will not be considered.

Applicants must be U.S. citizens or be eligible to work in the United States. Only the most qualified applicants will be interviewed in person and only those who are interviewed in person will receive a written response regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

THE UNITED STATES PROBATION OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER