

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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March 10, 2014

PROBATION OFFICER SPECIALIST (RE-ENTRY) VACANCY ANNOUNCEMENT JOB CODE: 14-9C0310RESP

POSITION: Probation Officer Specialist (Re-Entry)
STATUS: Regular Full-Time
SALARY RANGE: \$78,245 - \$127,223 (CL 29/01 - CL 29/61)
CLOSING DATE: March 24, 2014
LOCATION: San Francisco, Oakland, or San Jose, California

The United States Probation Office, Northern District of California invites applications for the position of Probation Officer Specialist (Re-Entry). 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.

INTRODUCTION: The Re-Entry Specialist is responsible for overseeing residential re-entry centers and related programs designed to enhance employment, education, and vocational opportunities for offenders transitioning from custody into the community, as well as assisting professionals who provide direct services to offenders. Incumbent serves as the in-house authority regarding all aspects of offender re-entry and makes recommendations to management to improve program outcomes targeting the reduction of recidivism. Incumbent also serves as district coordinator for implementing the *Second Chance Act of 2007*.

REPRESENTATIVE DUTIES: Functioning as a general specialist, incumbent will also oversee offender re-entry programs and have responsibility as consultant to line officer staff concerning residential re-entry center (RRC) cases and assignments, as liaison to the RRC and Bureau of Prisons Community Corrections Office, and as the district's in-house expert on the *Second Chance Act of 2007*. Incumbent will develop and maintain a professional relationship with employers, community organizations, and other government agencies; will create offender advancement plans to determine suitable jobs or career paths; and will conduct or participate in career or job fairs that bring employers into contact with groups of offenders. Incumbent will also evaluate, analyze, and identify offenders' needs relative to employment, GED and

vocational training, housing and medical services, and present proposals to provide services, as well as counsel and assist offenders with resume writing and interviewing skills, job search, career planning, and transition. Additional responsibilities will include managing the contracting process of procuring and monitoring Second Chance Act programs and working closely with the contract agencies and service providers to ensure contract compliance. Incumbent will perform other duties as assigned.

MINIMUM QUALIFICATIONS: Three years of specialized experience, including at least one year as a CL-28 probation/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.

PREFERRED QUALIFICATIONS AND EXPERIENCE: Knowledge of residential re-entry options and related programs and knowledge of policies, procedures, and protocols in managing re-entry cases. Knowledge of available community resources and services and knowledge of current research, programs, and practices for offender development and transition. Skill in counseling offenders with job selection, career planning, and transition. Ability to recognize and develop employment, education, and vocational opportunities for offenders transitioning from custody into the community.

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. 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. All applications must be received on or before March 24, 2014 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 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