

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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July 14, 2014

## UNITED STATES PROBATION OFFICER VACANCY ANNOUNCEMENT JOB CODE: 14-9C0714USPO2

POSITION: U.S. Probation Officer  
STATUS: Regular Full-Time  
SALARY RANGE: \$47,273 - \$106,991 (CL 25/01 - CL 28/61)  
CLOSING DATE: July 28, 2014  
LOCATION: San Francisco, Oakland, or San Jose, California

**Note: If you have previously applied to our most recent job posting dated March 10, 2014, you do not need to reapply.**

The Northern District of California United States Probation Office seeks to serve the U.S. Court System and improve public safety by investigating and supervising individuals convicted of federal crimes, enforcing sentences, and providing correctional treatment to offenders. The Office is now seeking qualified Probation Officers. Selected candidates may be placed at Classification Level (CL) 25, 27, or 28 depending on qualifications and experience, with promotion potential to CL-27/CL-28 U.S. Probation Officer without further competition. More than one position may be filled from this vacancy announcement.

**POSITION DESCRIPTION:** Incumbent will conduct investigations and prepare presentence reports assessing convicted individual's ability to pay fines, restitution, cost of prosecution, incarceration, and supervision; apply U.S. Sentencing Commission guidelines and case laws; determine appropriate course of action after analyzing any objections to presentence reports; and resolve disputed issues and testify in court on the basis of factual findings. Incumbent will also develop a supervision plan for offenders, maintain case records, and maintain personal contact with offenders to ensure adherence to court-imposed conditions and required correctional treatment; incumbent will also coordinate, monitor, and verify offenders' activities with substance abuse facilities, counselors, shelters, and/or employment facilities. Selected candidate will also monitor offenders' sources of income, lifestyle, and associates to assess risk and compliance, detect and investigate violations, report violations to the court, and implement appropriate alternatives or sanctions. Incumbent will perform other duties as assigned.

## QUALIFICATIONS:

- For all classification levels: Candidate must possess 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.
- For CL-25: Candidate must possess one year of specialized experience equivalent to work at the CL-23.

### **OR**

In lieu of the one year of specialized experience equivalent to work at the CL-23, candidate must have completed the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
  - Standing in the upper third of the class;
  - "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
  - Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
  - Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.
- For CL-27: Candidate must possess two years of specialized experience, including at least one year equivalent to work at the CL-25;

### **OR**

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

- For CL-28: Candidate must possess two years of specialized experience, including at least one year equivalent to work at the CL-27.

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.

Proficiency with WordPerfect, WestLaw, and Lexis is desirable.

The duties of probation officers require the investigation and management of convicted offenders who present physical danger to probation officers and to the public. In the supervision, treatment, and control of offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, probation officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing Federal offenses.

Because probation officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Probation officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

**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), along with their official college transcripts. Form AO 78 (the Application) is available at: [www.canp.uscourts.gov](http://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 all 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 July 28, 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](mailto:CANP_Resumes@canp.uscourts.gov). The only exception is that official college

transcripts can be mailed to the address listed below. All other application materials received by mail, fax, or any other means other than by e-mail to [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov) will not be considered.

**U.S. Probation Office  
Northern District of California  
Attn. Human Resources  
P.O. Box 36057  
San Francisco, CA 94102**

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

Prior to appointment, the selectee considered for this position, if he or she is a first-time appointee to federal law enforcement, will undergo a medical examination and drug testing. Upon successful completion of the medical examination and drug testing, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to on-going random drug testing, 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 essential job functions and medical requirements derived from the medical guidelines for probation officers and officer assistants are available for public review at <http://www.uscourts.gov/>. Please click on the “Probation and Pretrial Services” link in the middle of the screen. Then click on “More.” On the subsequent screen, click on the “Officers and Officer Assistants” link on the left. Then click on “What Professional Standards Apply to Them.” Then scroll to the links for “Officer and Officer Assistant Essential Job Functions” and “Officer and Officer Assistant Medical Requirements.”

New officers will be required to attend a six-week training academy.

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**